Self Service 'MyBiz'
Module I, Chapter 3
Updating My Information

Introduction

Self Service provides employees the ability to log into 'MyBiz' and update their personal information. The following pages provide a brief overview of this new functionality.

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Update My Information

The Update My Information function allows employees to update employee information.

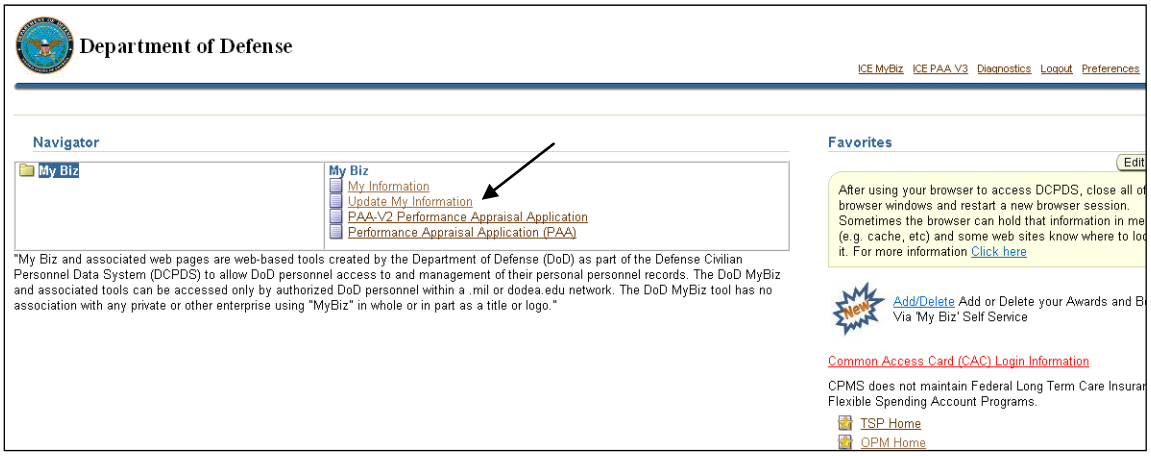


Figure 1

Privacy Act Statement

Before you can 'view, add and/or update' your personal information, you must ACCEPT the 'Privacy Act Statement'.

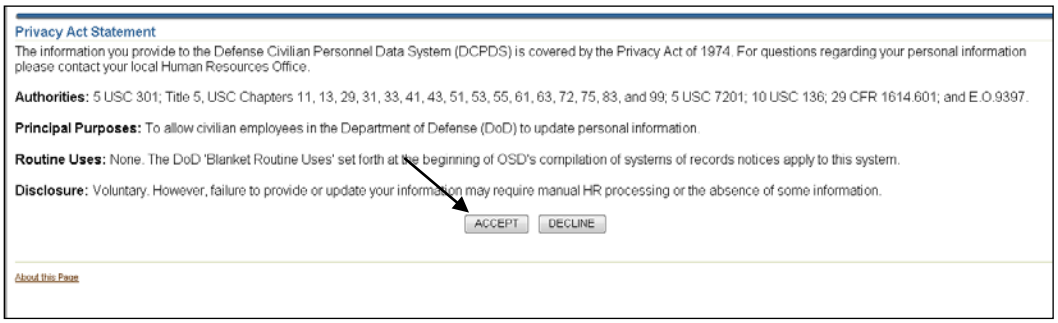


Figure 2

Tabs - The following is a list of the 'Tabs' with 'associated' information.

The General Information header includes the employee's name and work email address.

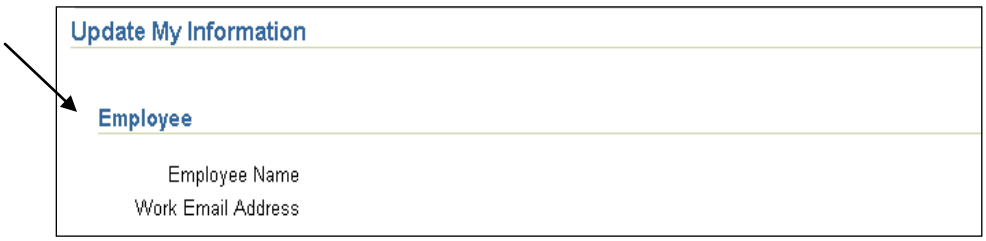


Figure 3

The Profile tab allows you to update/change work email address, phone numbers and physical work address.

Work Email Address

To 'Add/Update' work email address, type the new email address and then select the Update button. Email address is currently being used for the NSPS and 'Agency unique' Performance Appraisal notifications. In addition, work email addresses are being used to communicate personnel information directly to employees.

Figure 4

After selecting 'Update', a 'Confirmation' page displays. Select Continue Updating Your Information link to continue updating your work information. To return to the 'MyBiz' menu select on View Your My Biz Account link.

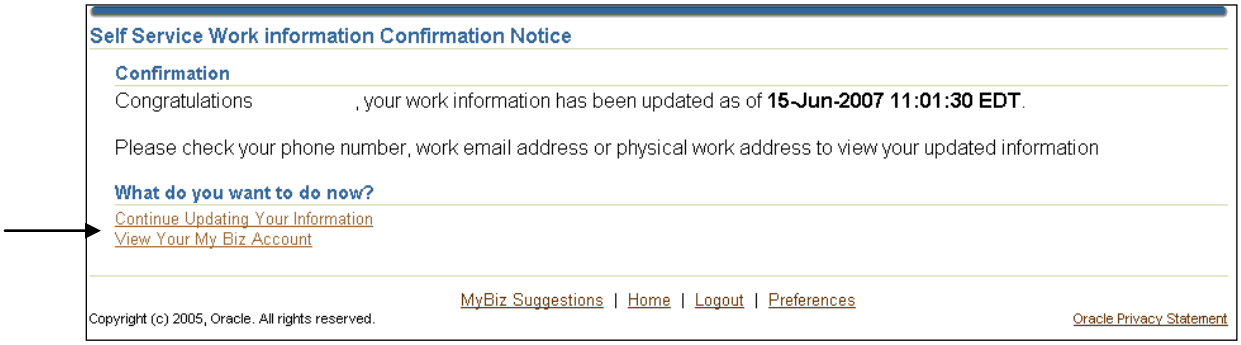


Figure 5

Phone Numbers

To 'add' a new phone number, select the Add button.

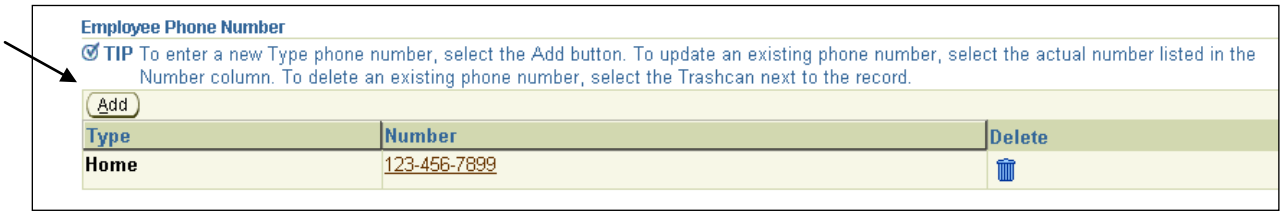


Figure 6

Select a phone type from the drop down list. 'Phone Type' and 'Phone Number' are required fields which are noted with an *. Once you have selected a phone type enter your phone number to include area code and dashes. Extensions may also be included. Example: 123-456-7899 Ext 123. Once you have finished entering your phone number, select the Submit button.

Figure 7

After selecting 'Submit', a 'Confirmation' page displays. Select Continue Updating Your Information link to continue updating your work information. To return to the 'MyBiz' menu select the View Your My Biz Account link.

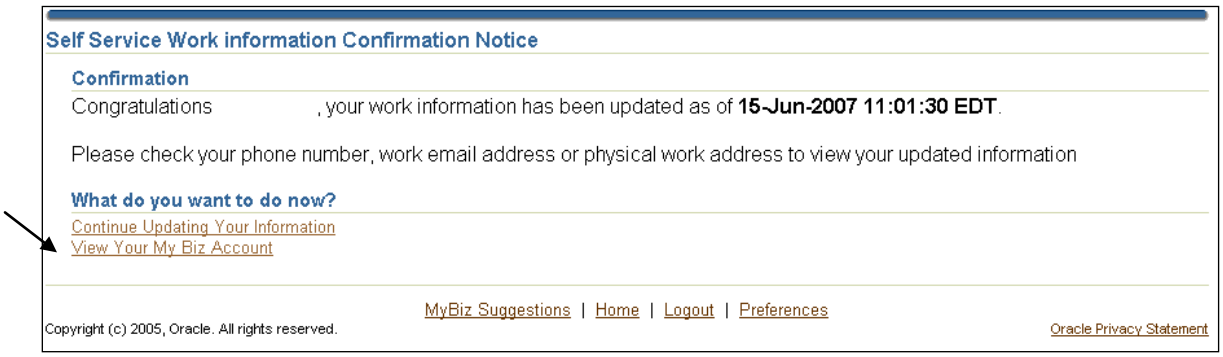


Figure 8

Edit a Phone Number

To 'update' an existing phone number select on the phone number link 123-456-7899 .

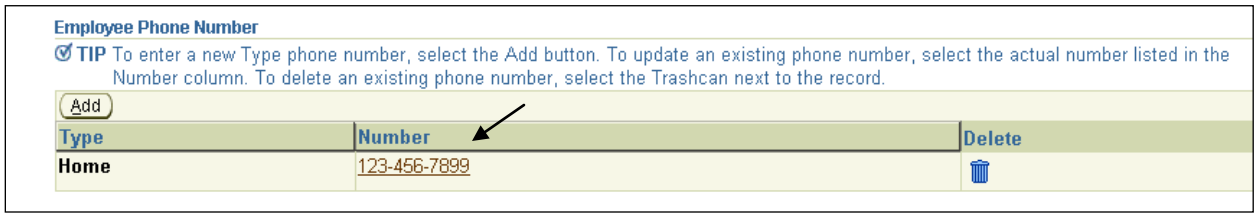


Figure 9

Change the phone number and select the Submit button.

Figure 10

After selecting 'Submit', a 'Confirmation' page displays. Select Continue Updating Your Information link to continue updating your work information. To return to the 'MyBiz' menu select on View Your My Biz Account link.

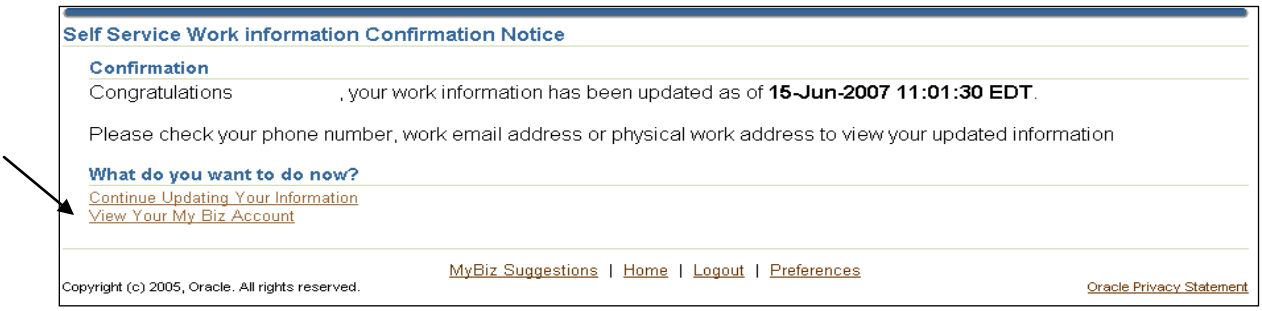


Figure 11

Delete a Phone Number

To 'delete' a phone number, select the button next to the number you want to delete.

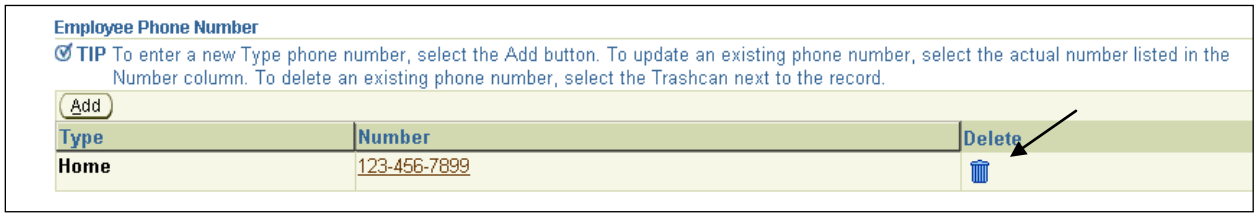


Figure 12

A warning screen displays; select the Yes button to process the delete. If you want to cancel the delete, select the No button.

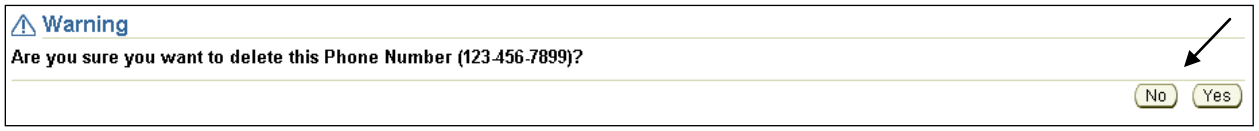


Figure 13

Physical Work Address

To 'add' Physical Work Address, select the Add button. Self Service only allows employees to 'add' one Physical Work address update within a 24 hour period.

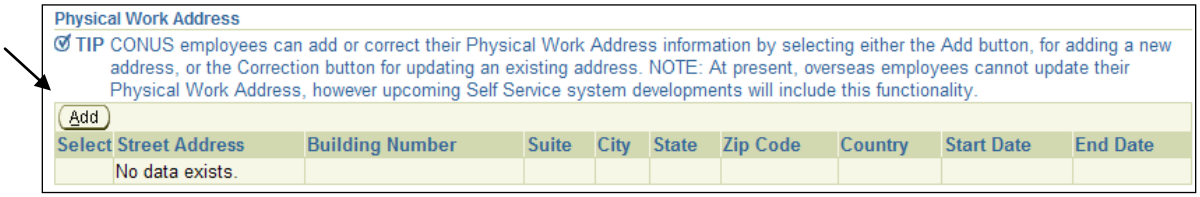


Figure 14

When adding a Physical Work Address, 'Street Address, City, State, Zip Code' are required fields and are noted with an *. Select the Submit button to save data.

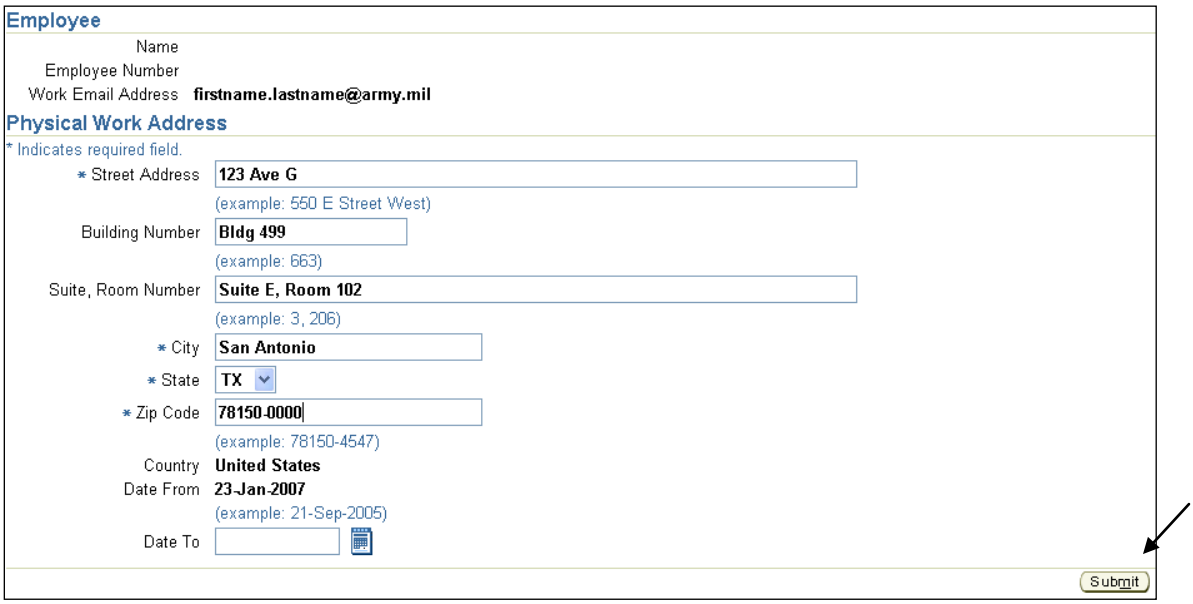


Figure 15

After selecting 'Submit', a 'Confirmation' page displays. To return to the Profile tab, select the Continue Updating Your Information link. To return to the 'MyBiz' menu select on the View Your My Biz Account link.

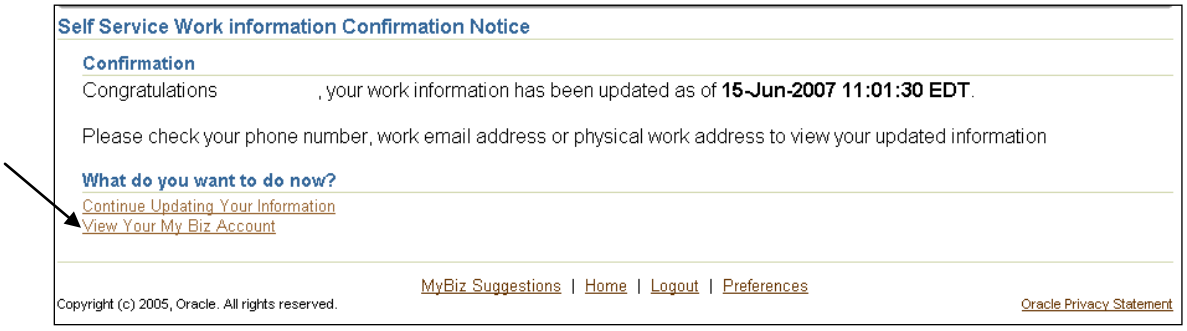


Figure 16

Edit Physical Work Address

To correct a physical work address select the radio button next to the physical work address, then select the Correction button.

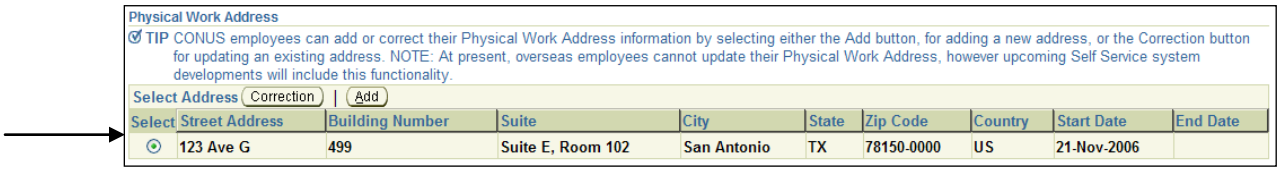


Figure 17

Make the necessary changes to your physical work address, and then select the Submit button.

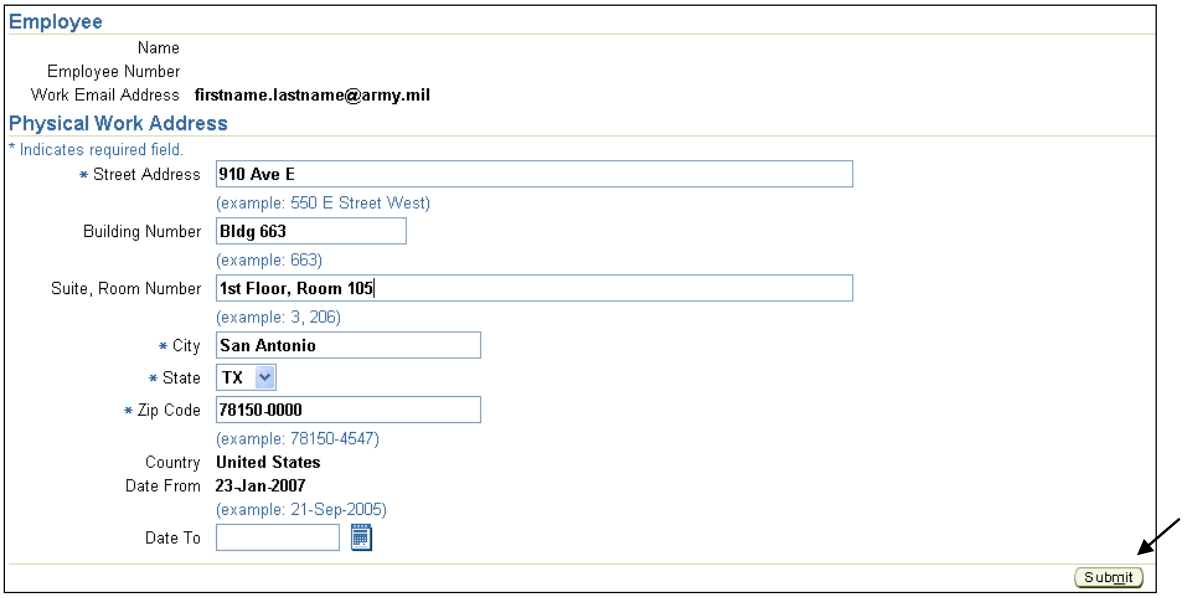


Figure 18

After selecting 'Submit', a Confirmation page displays. Your changes have now been updated to your personnel record.

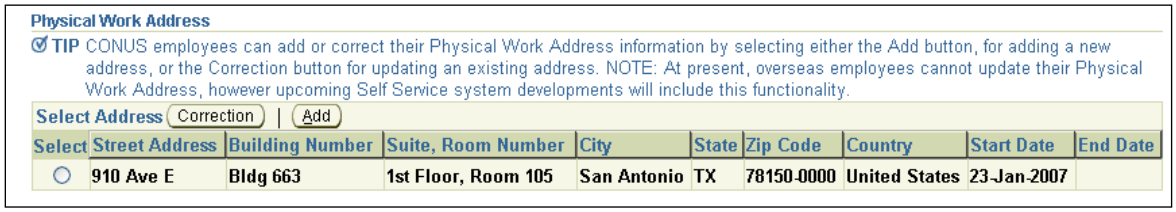


Figure 19

Handicap tab contains employee's current handicap code.

To update handicap code select from the drop down list using the down arrow. Once you have selected the appropriate code, select the Update button.

Figure 20

Language tab contains employee's languages and 'Consent to Share and Release Language Information' information.

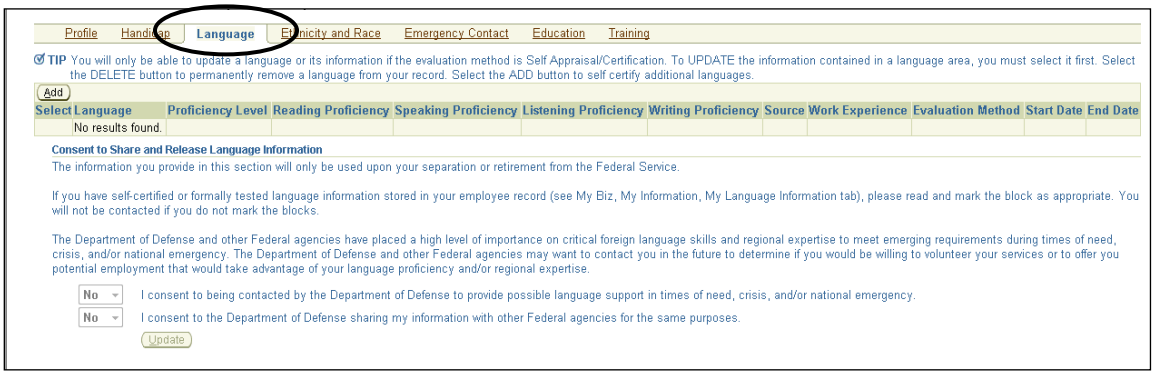


Figure 21

Employees can 'update' proficiencies in an existing language, 'delete' a language or 'add' a new language to their 'MyBiz' record.

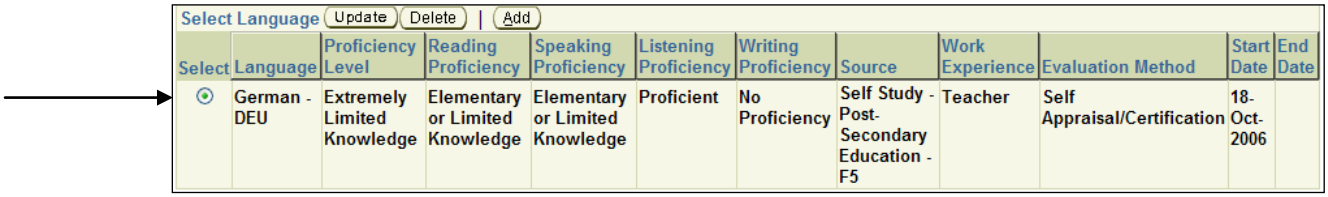


Figure 22

To 'update' an existing language you must select the radio button next to the language, then select the Update button. Once all changes have been made, select the Submit button to save your changes.

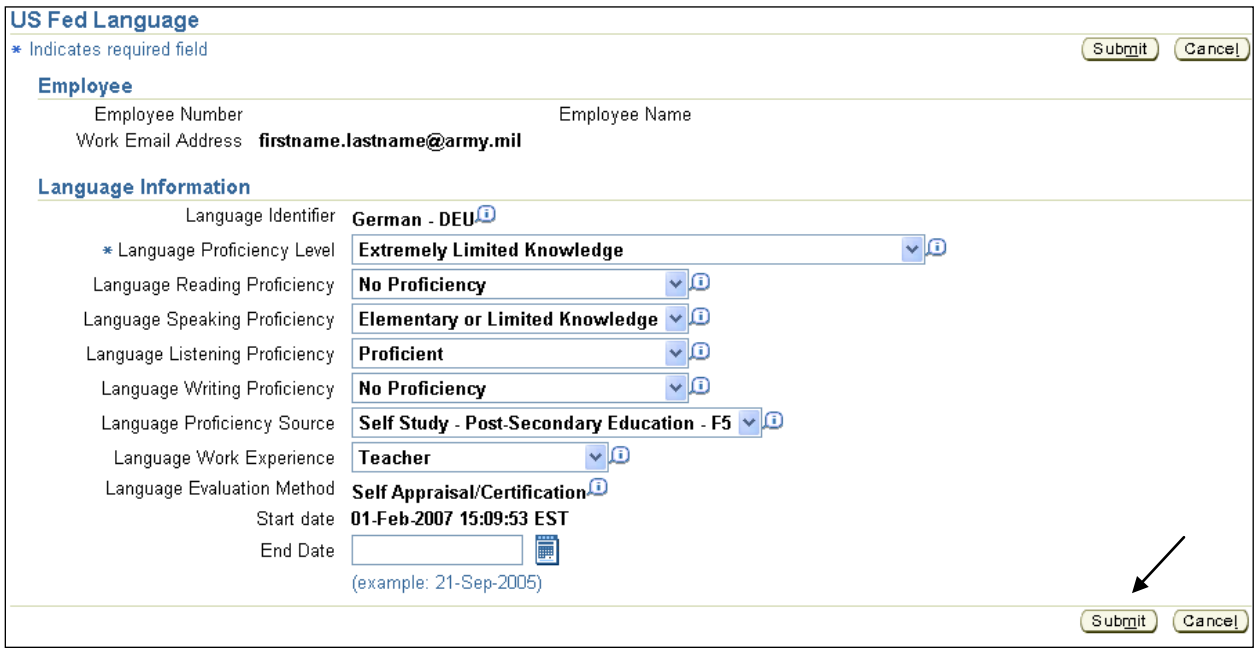


Figure 23

To 'delete' an existing language you must select the radio button next to the language, then select the Delete button.

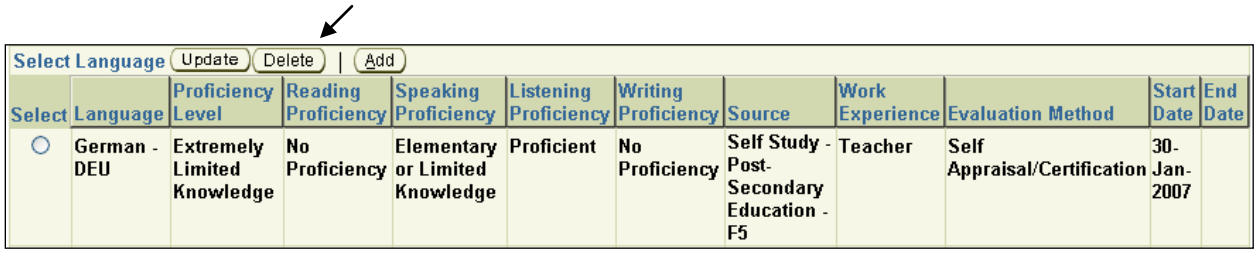


Figure 24

Once you select the 'delete' button, a notification will appear, select 'Yes' to delete, or 'No' to return to the language screen.

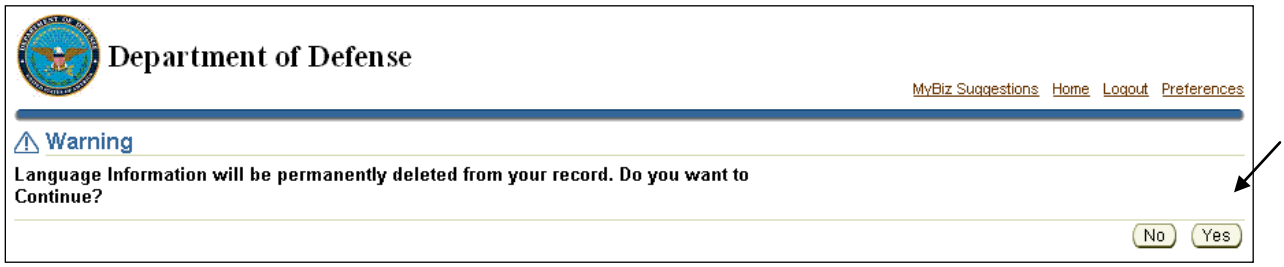
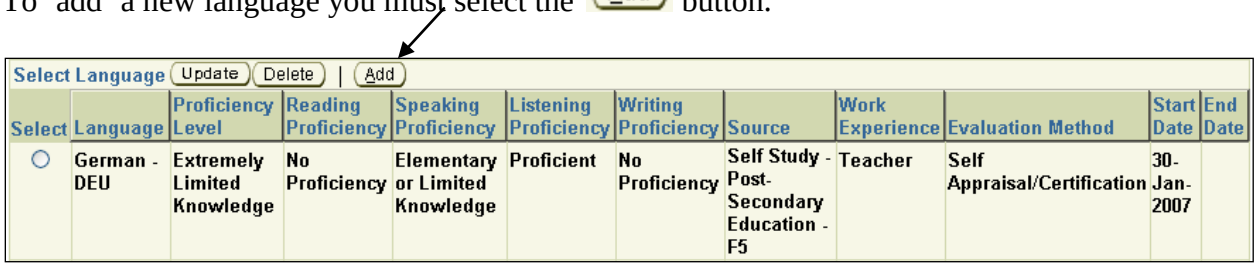


Figure 25

To 'add' a new language you must select the Add button.



Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
○	German - DEU	Extremely Limited Knowledge	No Proficiency	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	30-Jan-2007	

Figure 26

Use the drop down menus to select the appropriate data for each data field. Once you have completed 'adding' your new language, select the Submit button to save your language.

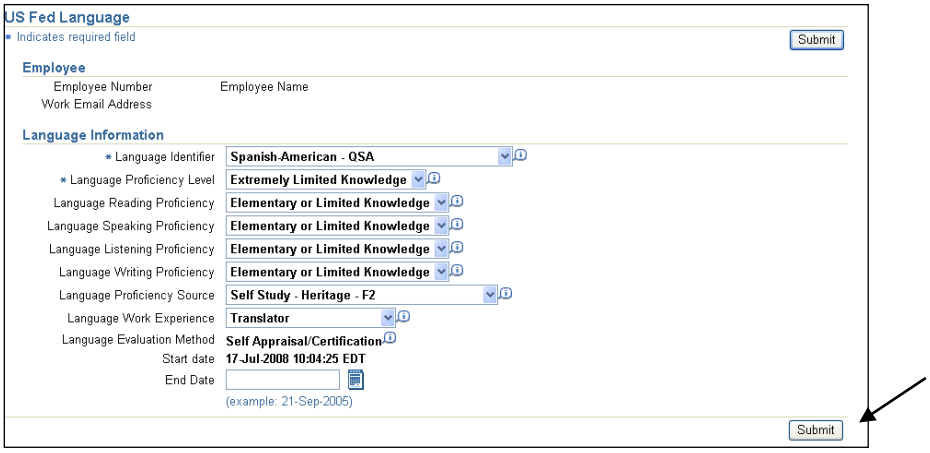


Figure 27

After selecting 'Submit', a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select the Continue Updating Your Information link. To return to 'MyBiz', select the View Your My Biz Account link.

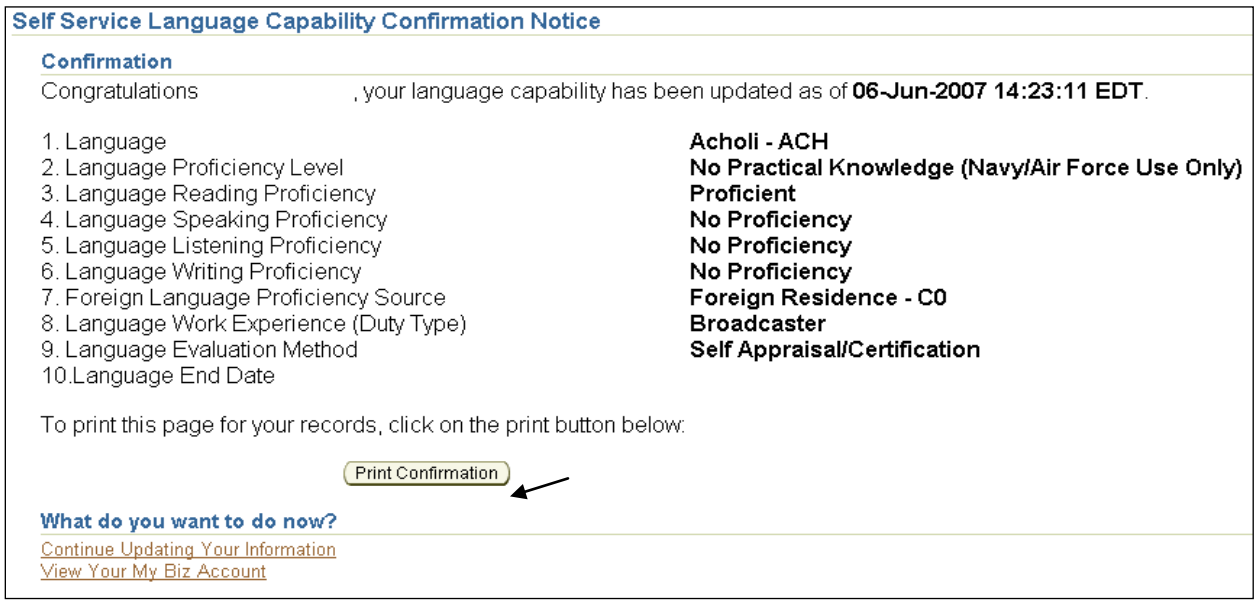


Figure 28

Retiring & Separating Employees Consent to Share & Release Your Language Information

The language information you provide in the 'Consent to Share and Release Language Information' section of the 'Language Information' tab will only be used upon your **retirement** or **separation** from Federal Service. Review and/or update your information now and/or before retiring or separating since all language information in your personnel file will be made available if you chose 'Yes' to Consent to Share and Release Your Language Information.

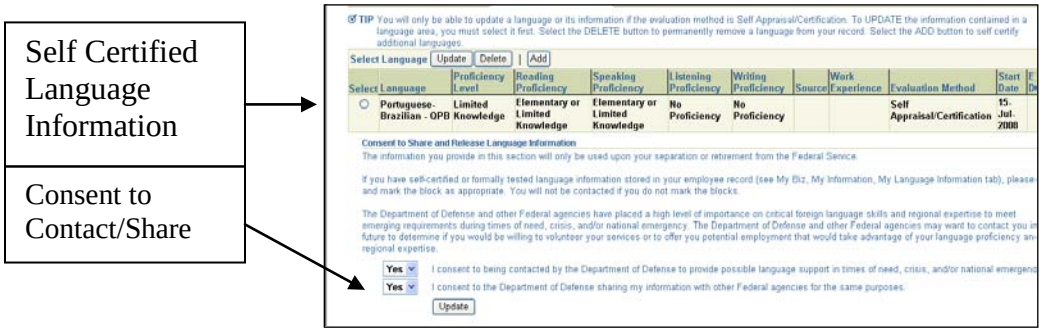


Figure 29

1. Review the Consent to Share and Release Language Information section and make appropriate selection.

   Notes:

   a. If a valid work email address is in 'MyBiz', Update My Information, Profile, **Work Email Address** data field, then you also will receive a 'Consent to Share and Release Language Information' confirmation email if you 'Update' your information.

   b. You will not receive a confirmation email if you do not have a work email

address in ‘MyBiz’ or you add an email after you initially ‘Updated’ your Consent to Share and Release Language Information; however, you can print the ‘Confirmation page’ for your records.

2. Select either ‘Yes’ or ‘No’ in the section if you have self-certified or formally tested/certified language information in your personnel record. Your consent will be for all languages currently in your personnel record.

Note: In order to share your language information with other Federal Agencies, you must select ‘Yes’ to being contacted by the Department of Defense.

3. Select the ‘Update’ button if you updated your information.

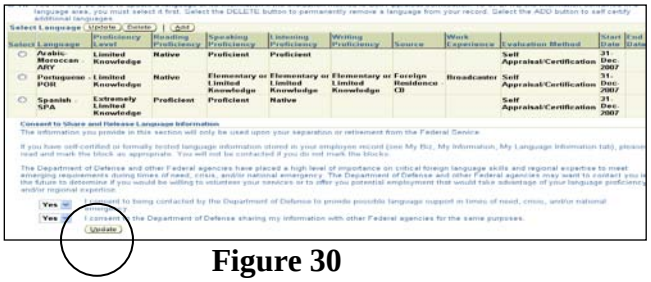


Figure 30

Note: You will not be contacted if you do not select ‘Yes’ in the Consent to Contact drop down fields.

4. Once you submit your information, a ‘Confirmation’ page displays allowing you to ‘Print’ your information. To return to the ‘Language’ tab, select the Continue Updating Your Information link. To return to ‘‘MyBiz’’, select the View Your My Biz Account link.

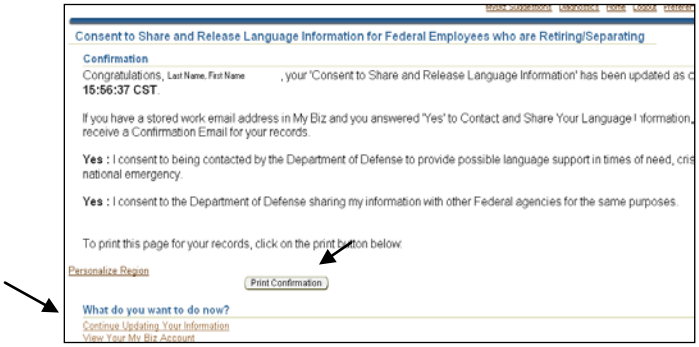


Figure 31

Notes:

a. If your valid work email address is in the ‘MyBiz’, Update My Information, Profile, **Work Email Address** data field, then you will

also receive a 'Consent to Share and Release Language Information' confirmation email.

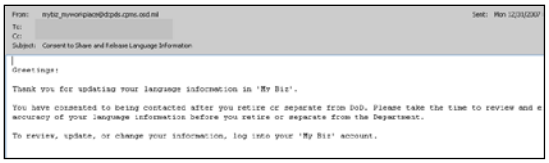


Figure 32

b. If you **do not** have a work email address identified in MyBiz, then print this page for your records.

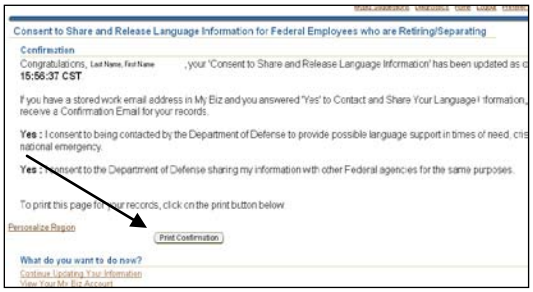


Figure 33

Ethnicity and Race tab contains employee's ethnicity and race.

Figure 34

To 'update' ethnicity and race, answer the 'Are You Hispanic and Latino?' question and use the drop down menu to select either 'Yes' or 'No'. Once you are ready to update, select the Submit button. To 'print' the SF181 form, select the Print SF181 button.

To view the SF181 Privacy Act Statement, select the View Privacy Act Statement

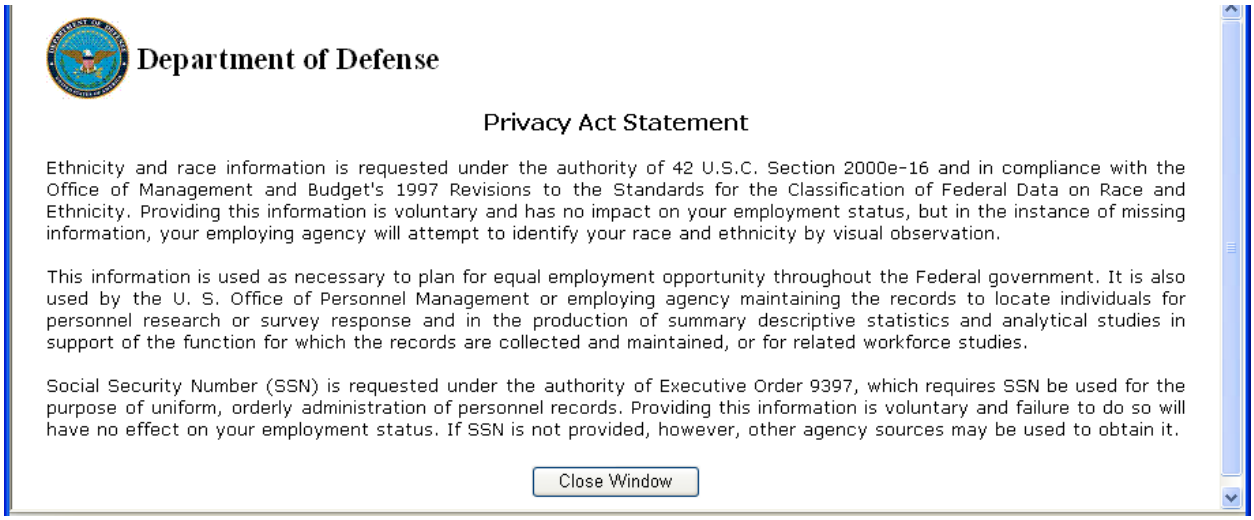


Figure 35

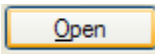
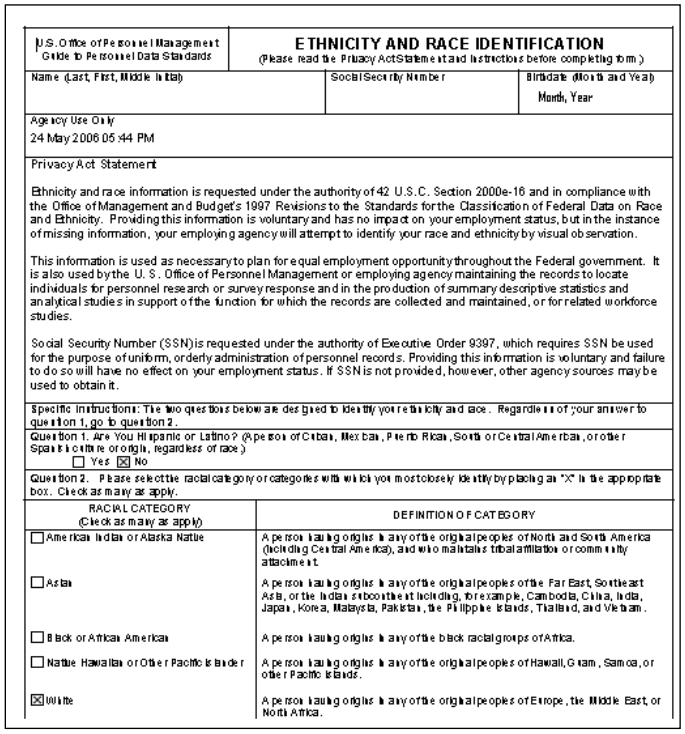
The SF181 can either be 'saved' to your computer or can be 'opened' and printed. To open the SF181 select the  button.

Figure 36

SF181

To print the SF181, select the printer icon or select 'File, Print'. To exit this page, select 'File', 'Exit'.



U.S. Office of Personnel Management
Guide to Personnel Data Standards

ETHNICITY AND RACE IDENTIFICATION
(Please read the Privacy Act Statement and Instructions before completing form.)

Name (Last, First, Middle Initial)	Social Security Number	Birthdate (Month and Year) Month, Year

Agency Use Only
24 May 2006 05:44 PM

Privacy Act Statement

Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.

Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.

Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
☐ Yes ☒ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
☐ American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
☐ Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
☐ Black or African American	A person having origins in any of the black racial groups of Africa.
☐ Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
☒ White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Figure 37

Emergency Contact tab contains employee's emergency contact information.

Select the link Emergency Contact to 'add, change or remove' your emergency contact information.

Figure 38

Adding Emergency Contact Information

To 'add' information on an emergency contact person, select the 'Add' button.

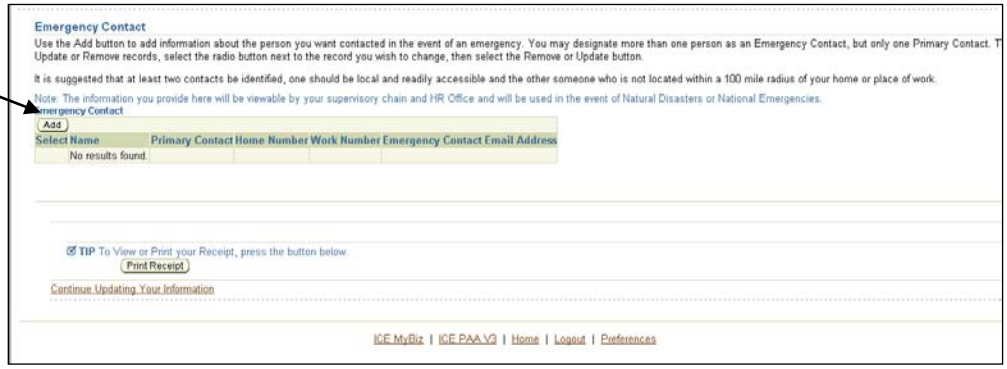


Figure 39

Complete the following: 'Name' (first, middle, last), 'Email Address', Primary Contact, Residence Address' and 'Phone Number(s)' and select the Next button.

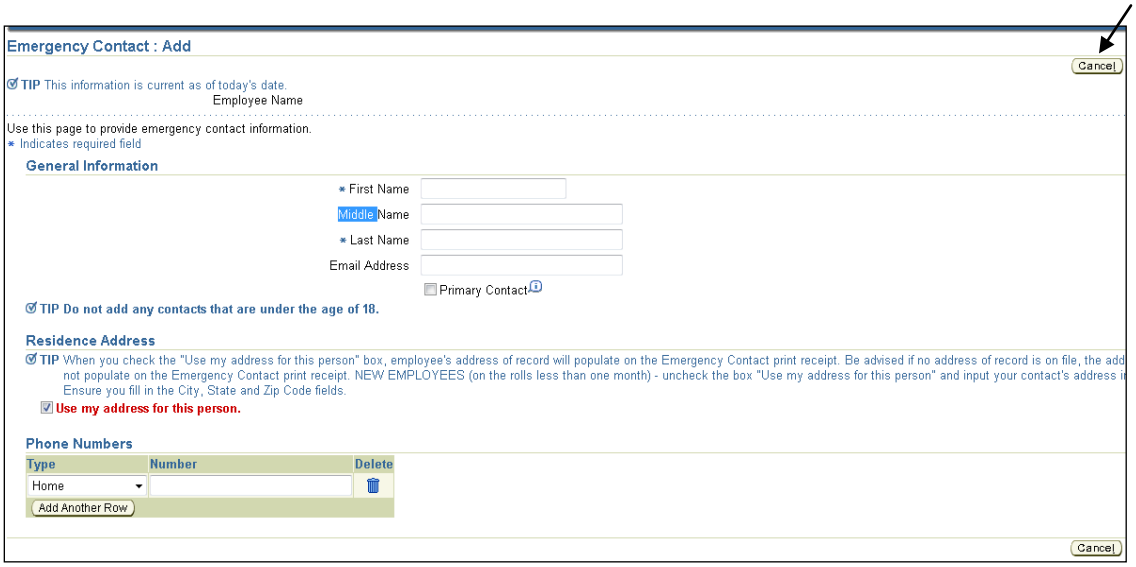


Figure 40

Select the Submit button to save your information. Select the Back button to return to the previous screen to make any necessary corrections. To print this information, select the Printable Page button. To exit without saving your information, select the Cancel button.

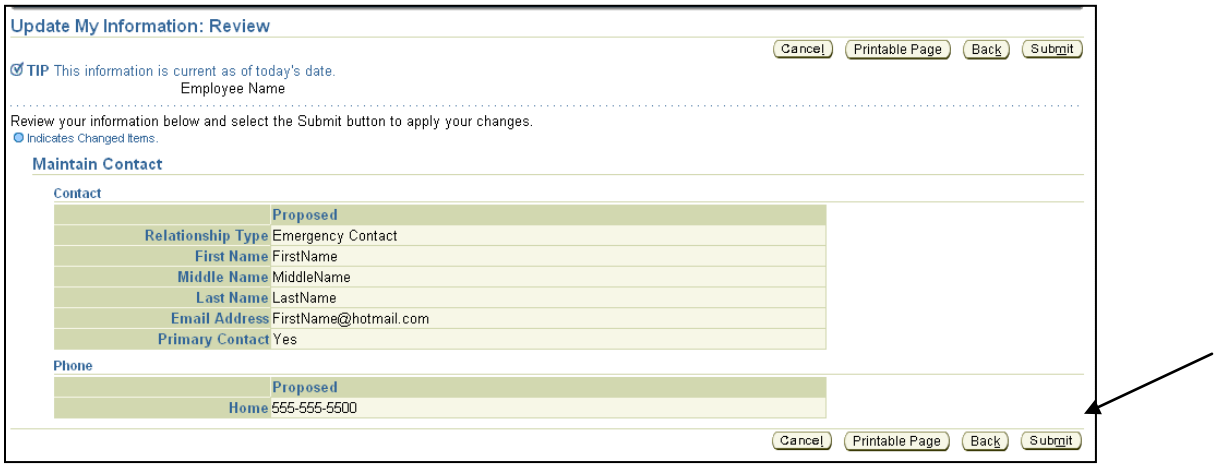


Figure 41

Updating Emergency Contact Information

To 'update' information on an existing emergency contact person, first select the radio button next to the contact's name, and then select the Update button.

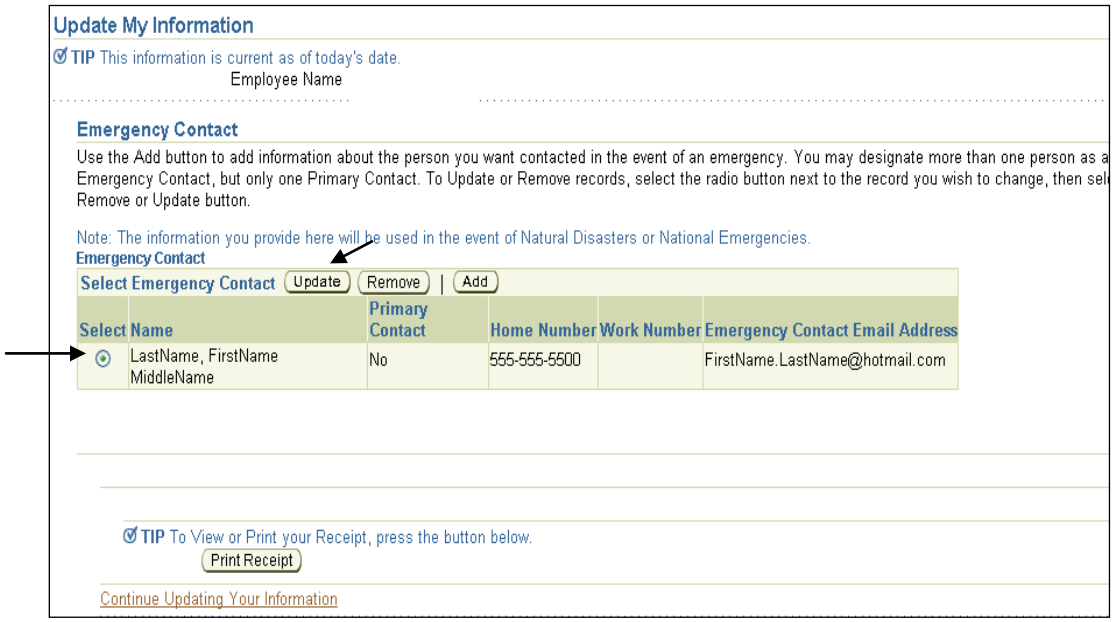


Figure 42

Make the necessary updates and select the Next button.

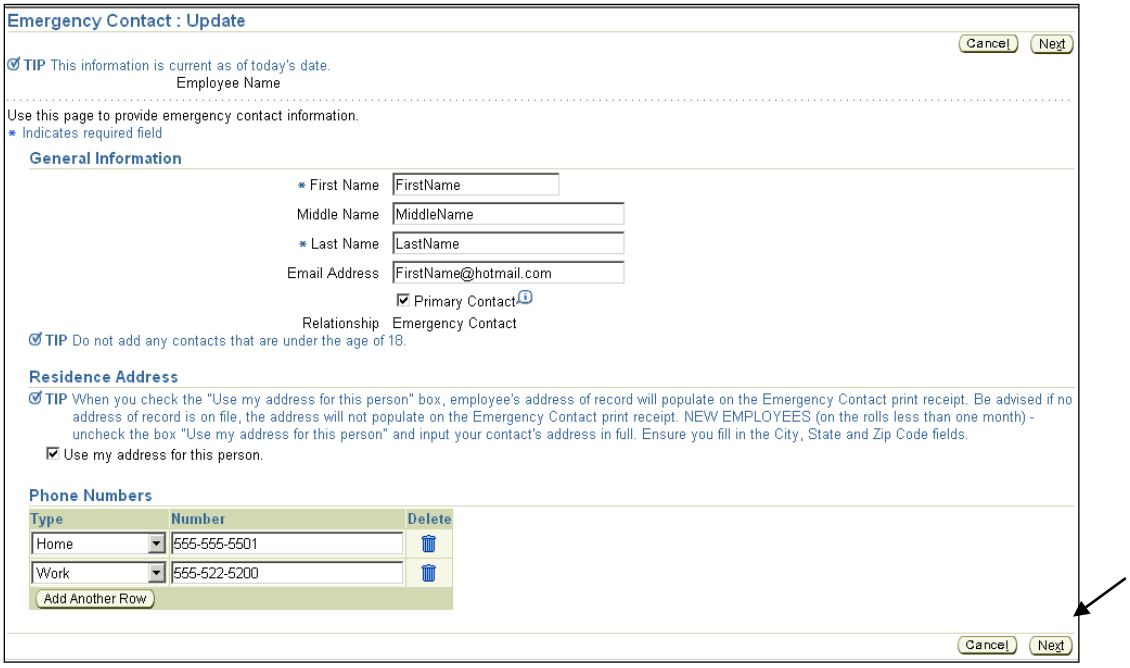


Figure 43

A 'Review' page will appear so that you can ensure the information is correct before saving. The items marked with a blue dot are the items that were changed. Select the Submit button to save your information. Select the Back button to return to the previous screen to make any necessary corrections. To print this information, select the Printable Page button. To exit without saving your information, select the Cancel button.

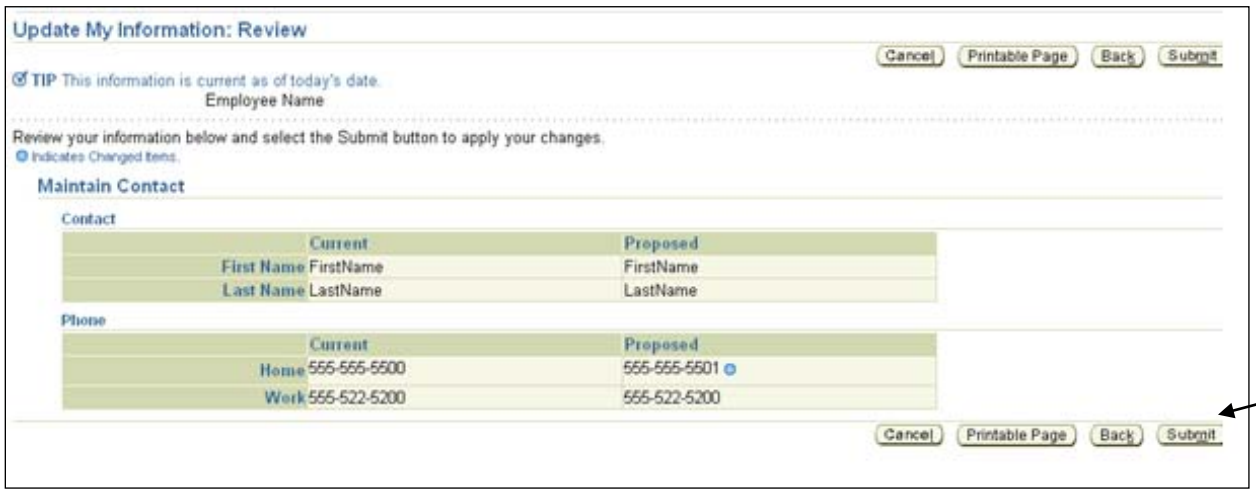


Figure 44

A 'Confirmation' page displays when your information has been submitted. To return to the 'Emergency Contact' page select, the Return to Overview button.

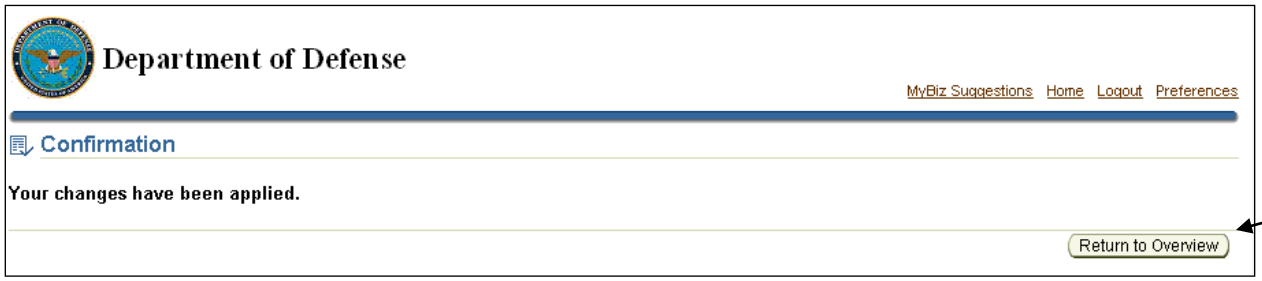


Figure 45

A 'Warning' page will be displayed if you select Cancel. If you want to cancel and exit, select the Yes button. If you want to return to the previous page select the No button.

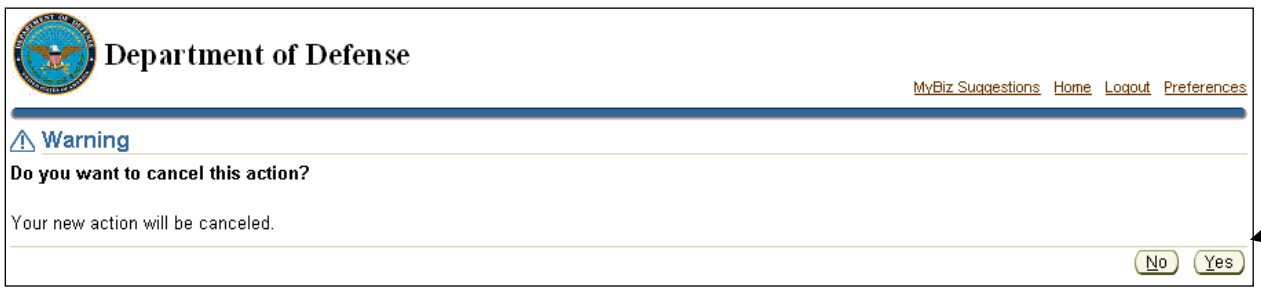


Figure 46

Removing Emergency Contact Information

To 'remove' an emergency contact, first select the radio button next to the person you want to 'remove' and then select the Remove button.

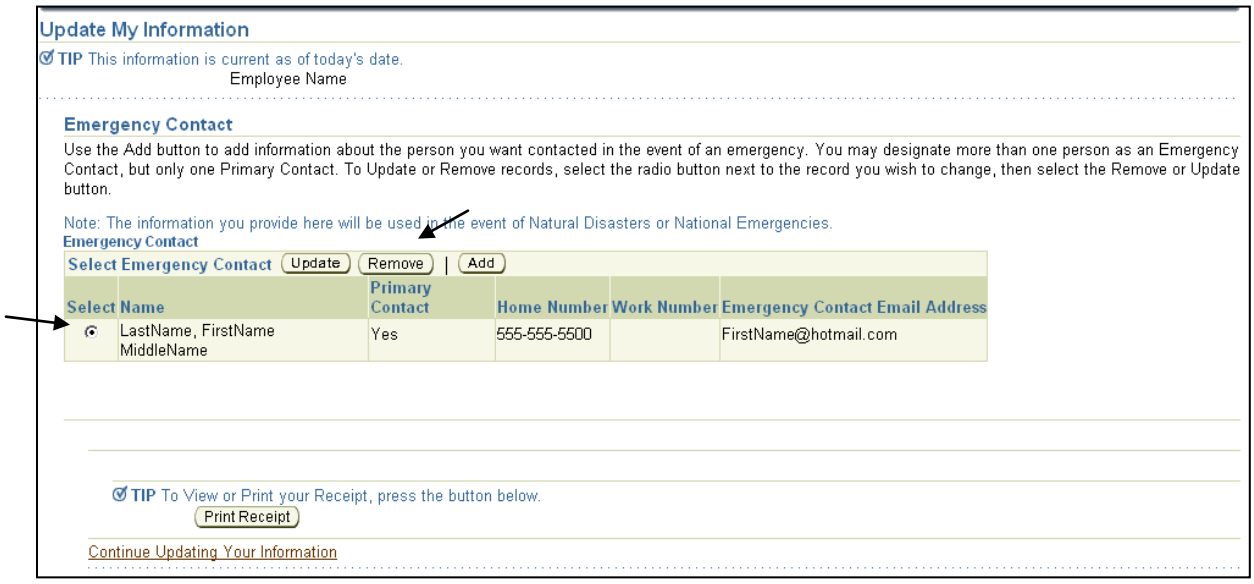


Figure 47

Once you have verified that you selected the correct person to remove, select the Next button to continue.

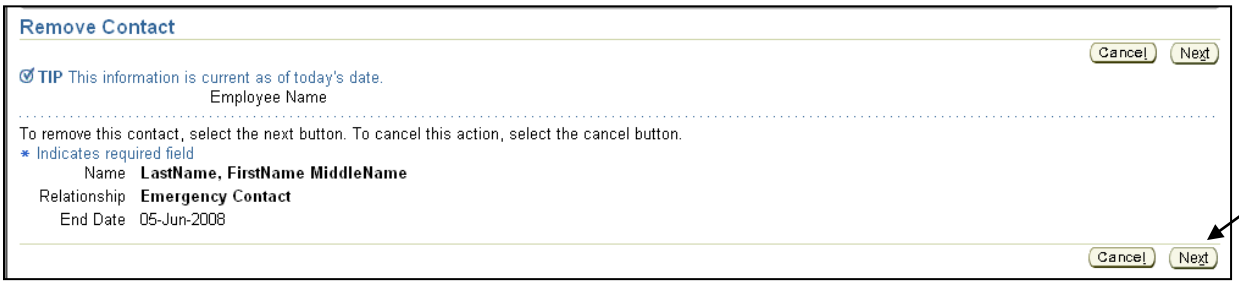


Figure 48

Select the Submit button to remove and save your change. Select the Back button to return to the previous screen to make any necessary corrections. To print this information, select the Printable Page button. To exit without removing your contact person, select the Cancel button.

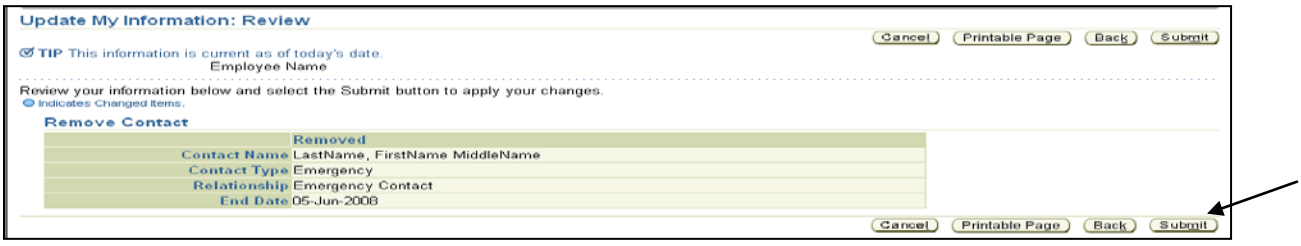


Figure 49

A 'Confirmation' page will display when your information has been removed. To return to the Emergency Contact page select the Return to Overview button.

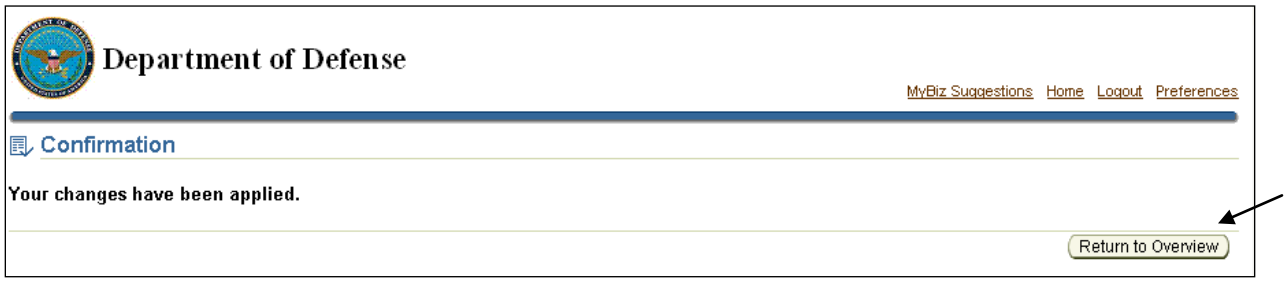


Figure 50

A 'Warning' page will display if you selected Cancel. If you want to cancel and exit, select the Yes button. If you want to return to the previous page select the No button.

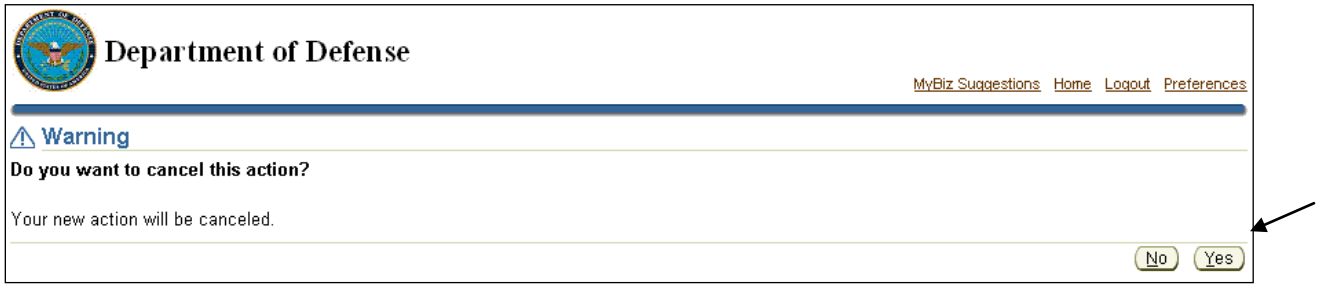


Figure 51

Printing Receipt

To print a receipt, select the Print Receipt button.

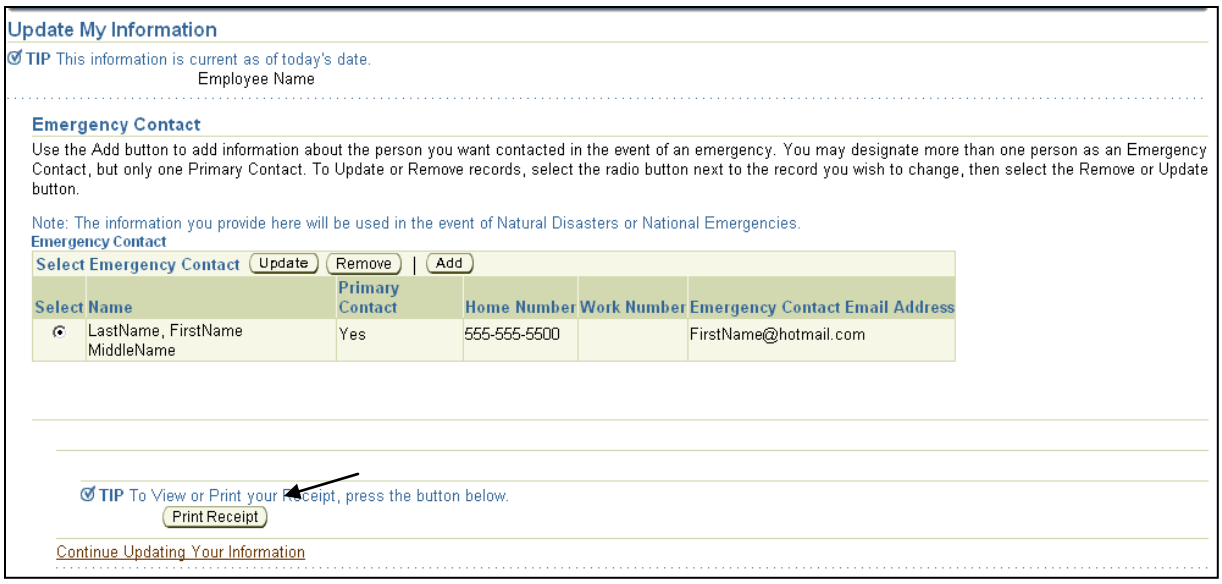


Figure 52

The receipt can either be saved to your computer or opened and printed. To open the receipt, select the Open button.

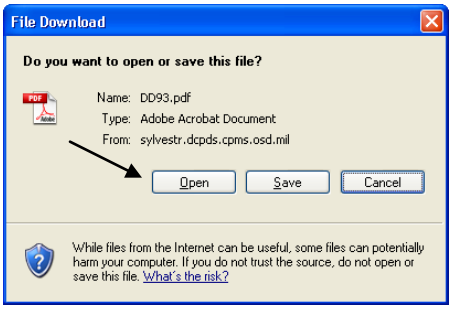
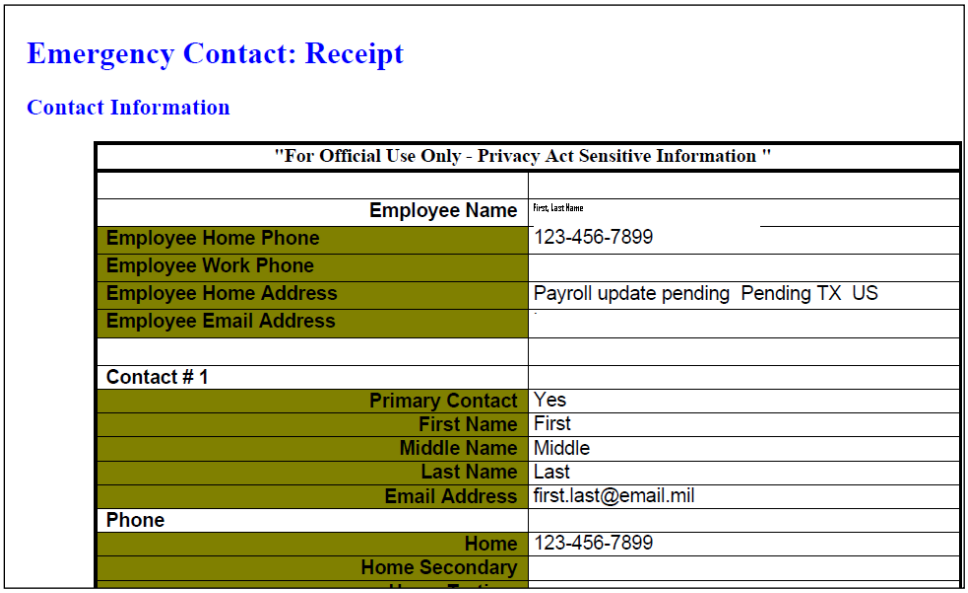


Figure 53

Printed Receipt

To print the 'Receipt', select the printer icon or select 'File, Print'. To exit this page, select 'File', 'Exit'.



Emergency Contact: Receipt

Contact Information

"For Official Use Only - Privacy Act Sensitive Information "	
Employee Name	First, Last Name
Employee Home Phone	123-456-7899
Employee Work Phone	
Employee Home Address	Payroll update pending Pending TX US
Employee Email Address	
Contact # 1	
Primary Contact	Yes
First Name	First
Middle Name	Middle
Last Name	Last
Email Address	first.last@email.mil
Phone	
Home	123-456-7899
Home Secondary	

Figure 54

Education tab contains employee's education information.

Select the Education tab to 'view, add or update' your education information.

To view a list of applicable (*or available*) degrees and vocational certificates to use when adding Education Information, select the degree or vocational certificate. link.

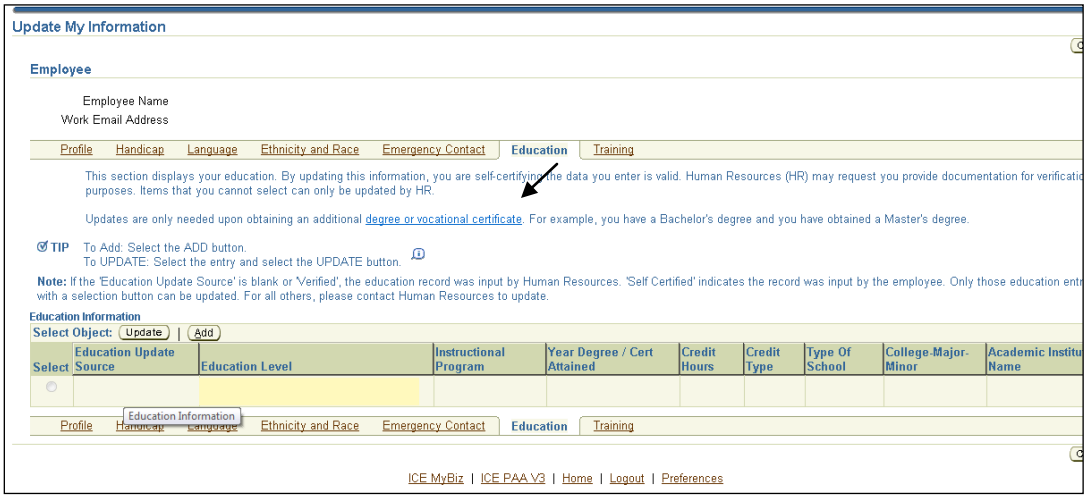


Figure 55

Adding Education Information

To 'add' education information, select the Add button.

Note: 'Education Update Source' will display with either 'Verified', 'no information' or 'Self Certified' in the 'Education Update Source' data field column. You can only update education information with 'Self Certified'. You cannot update education information with 'verified' and 'no information' since this information was previously entered and verified by Human Resources. Contact your Human Resources Office for questions relating to this information.

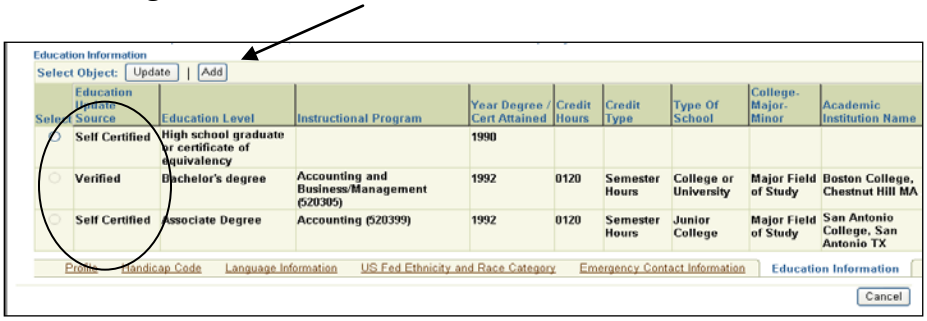


Figure 56

The 'Add' page displays. Enter information for your educational update below. For additional information on a specific data field, select the .

Note: To search for your specific education information, select the flashlight located next to the data field you are updating.

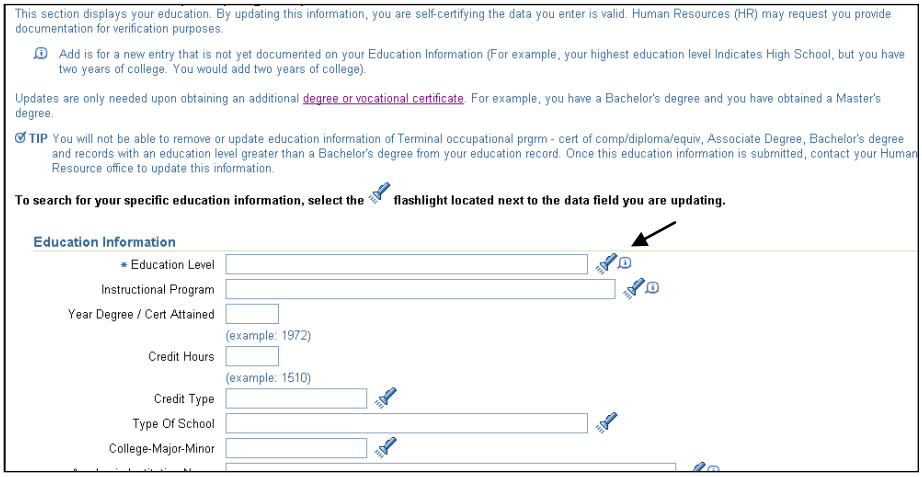


Figure 57

Note: You will not be able to update or delete the following Education Levels from your record once entered via 'MyBiz', Update My Information- Education:

Vocational/ Occupational Schools – certificate or diploma
Associate's Degree
Bachelor's Degree and higher level education

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if a record needs to be deleted.

To search for information for a specific data field, select the . The following Search screen displays:

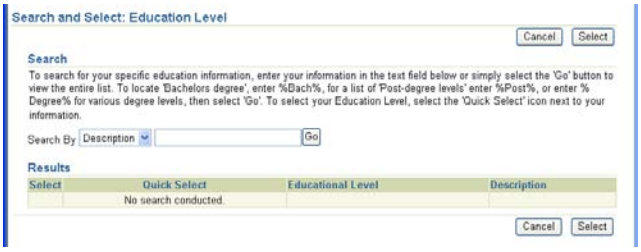


Figure 58

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the Next 10 link (see **Figure 60**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Instruction Program and Academic Institution Name.

For 'Education Level' you may enter the beginning portion of the item name, if known, such as %high%, %assoc%, %college%, or %degree%. For 'Academic Institution' you may type the beginning portion of the item name, if known, such as %TX% or %A&M% and select 'Go' or if search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce different results).

For 'Instructional Program' you may type the beginning portion of the item name, if known, such as %Science%, %Law%, %Educ% and select 'Go' or %Not Applicable%.

> Note: 'Not Applicable' is only used for 'Vocational/Occupational Schools – certificate or diploma received' and for LN/NAF employee entries.

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then clicking the 'Select' button.

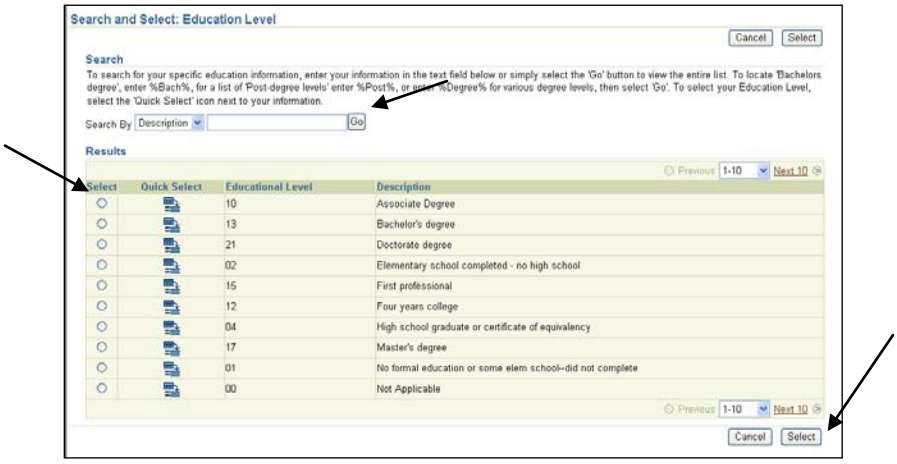


Figure 59

The selected information auto populates the appropriate data field.

Note: If you select 'Vocational/ Occupational Schools - certificate or diploma received', 'Associate Degree', and higher education levels, you must enter data in all fields.

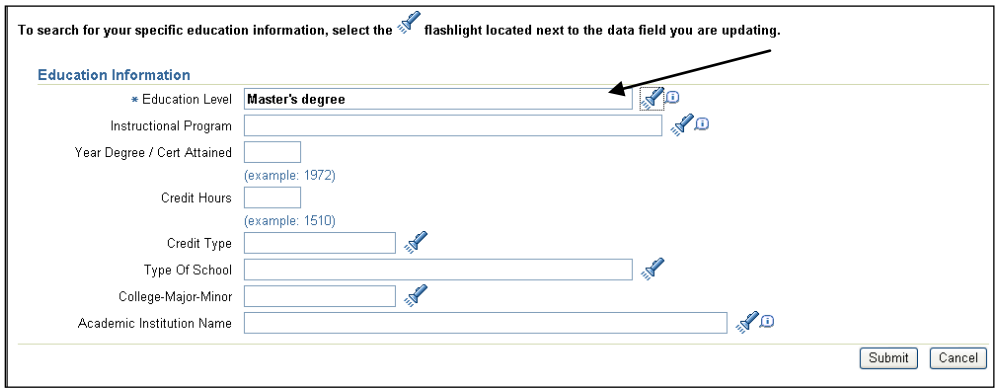


Figure 60

Once all the applicable information is entered, select the 'Submit' button.

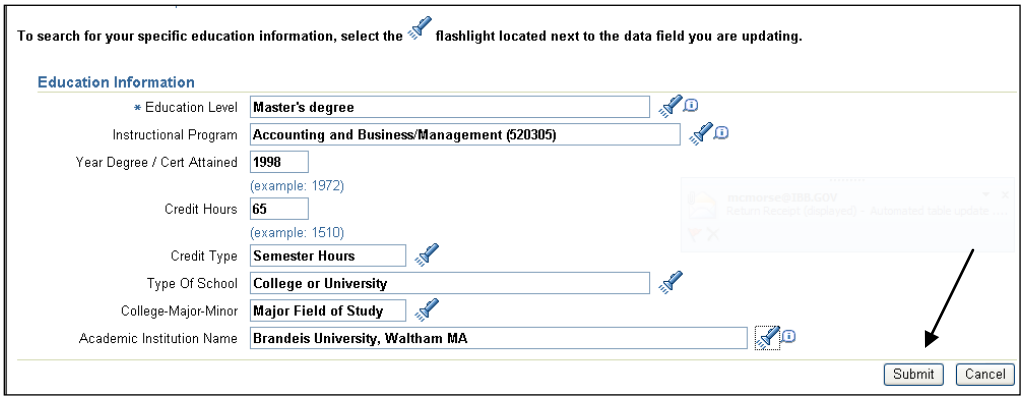


Figure 61

Before education information is updated in the system, 'Electronic Signatures' must be completed. To Electronically Sign and verify Education information, select the 'Process Transaction' button.

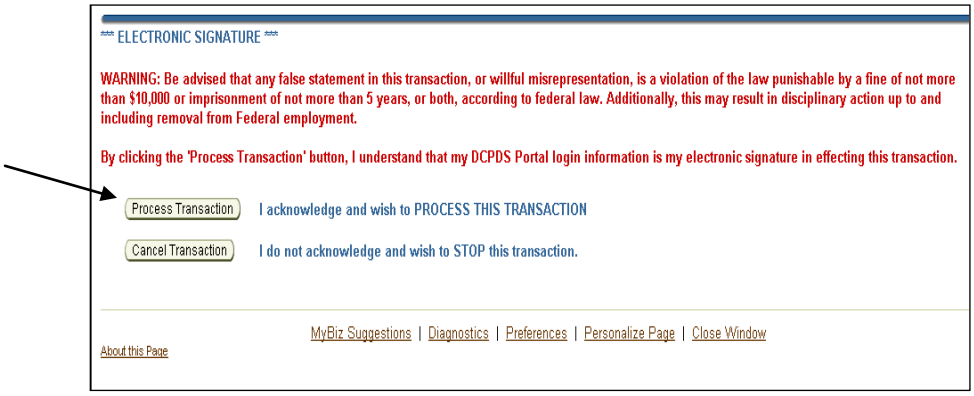


Figure 62

Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

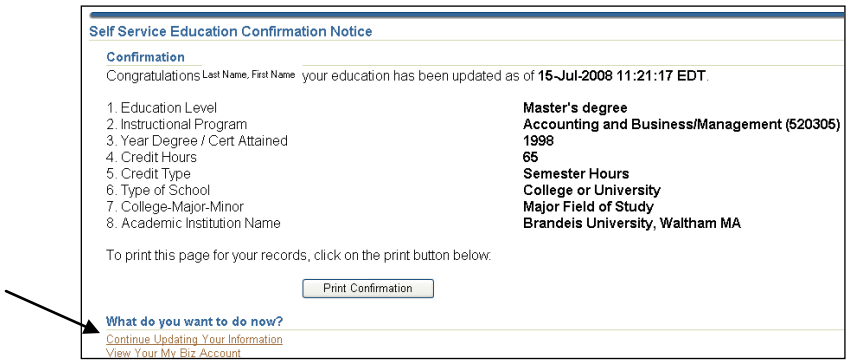


Figure 63

Updating Education Information

Education information 'added' via 'MyBiz', Update My Information will reflect 'Self Certified' in the Education Update Source column. ***'Update'*** existing self certified education information by first selecting the radio button in the 'Select' column and then selecting the 'Update' button.

> Note: In this view, the 'Self Certified' entry for the 'Master's and Bachelor's degree are grayed out and not updateable. Only 'Self Certified' entries that have an active radio button in 'Select' column are updateable.

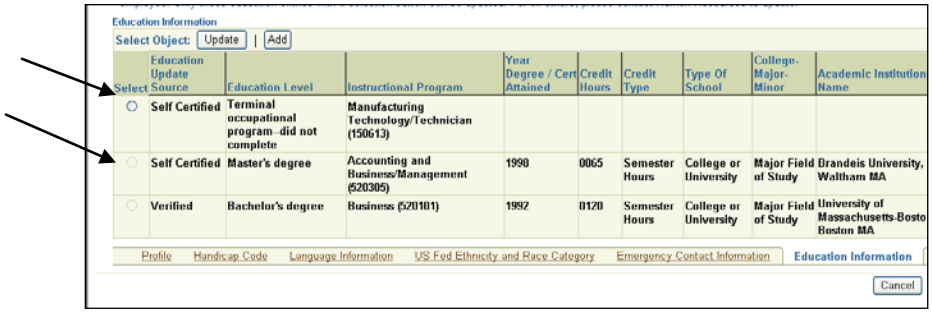


Figure 64

The 'Update' page displays existing information auto-populating the data fields (**see Figure 66).** Update the information as appropriate. For additional information on a specific data field, select the .

> Note: You will not be able to update or delete the following 'Education Levels' from your personnel record once entered via ''MyBiz', Update My Information- Education':
>
> > Vocational/ Occupational Schools – certificate or diploma, Associate's Degree Bachelor's Degree, and all other educational levels higher than a Bachelor's Degree.

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if educational information needs to be deleted.

To search for information for a specific data field, select the or update your information and then select the 'Submit' button.

Note: In this example, 'Credit Hours' and 'Credit Type' were updated.

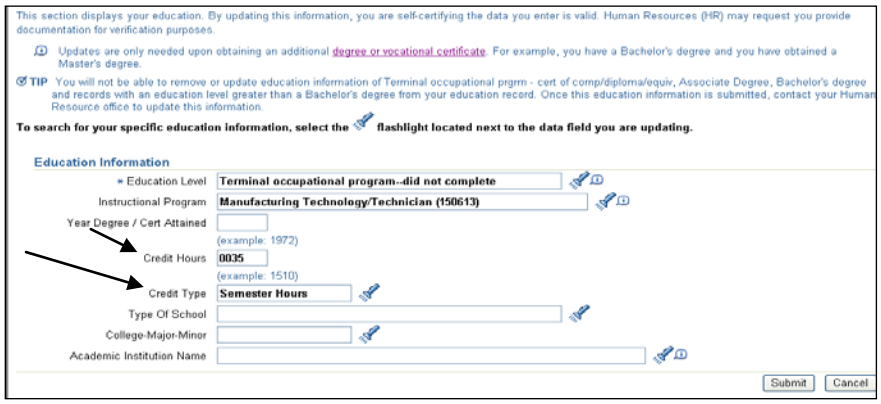


Figure 65

Before education information is updated in the system, 'Electronic Signatures' must be completed. To 'Electronically Sign' and verify 'Education information', select the 'Process Transaction' button.

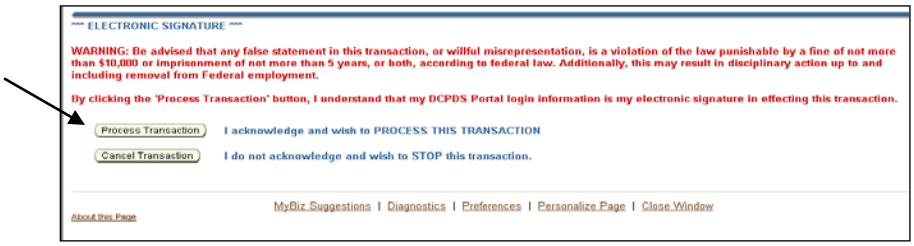


Figure 66

Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

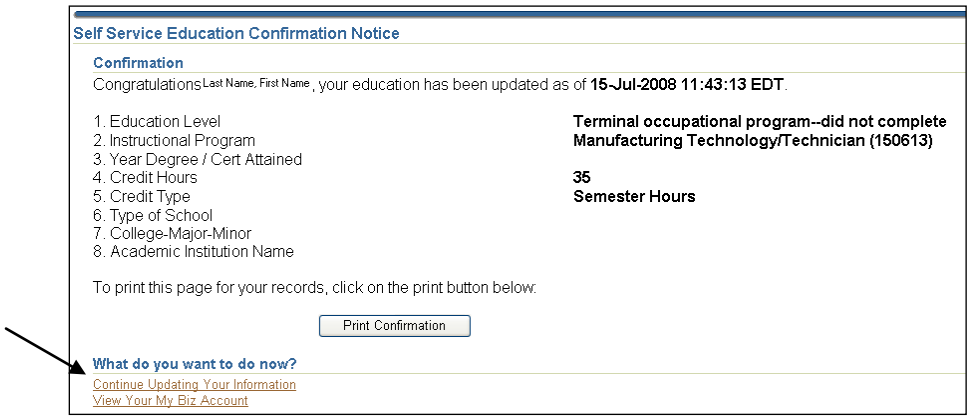


Figure 67

Updated 'Education Information' displays.

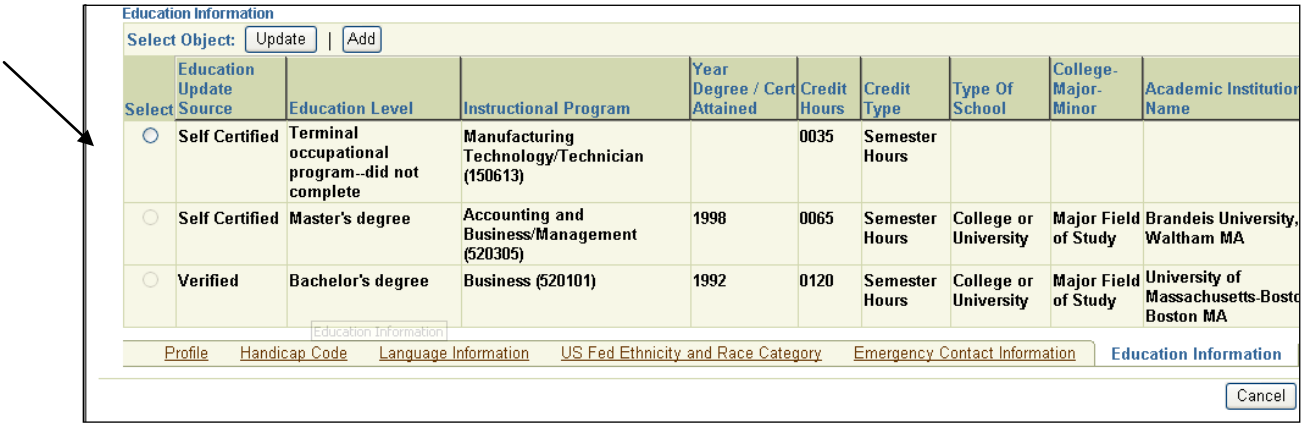


Figure 68

The ***Training tab*** contains employee's training information.

Select the Training tab to add or delete your training information. The link takes you to the Training Information page **(Figure 70).**

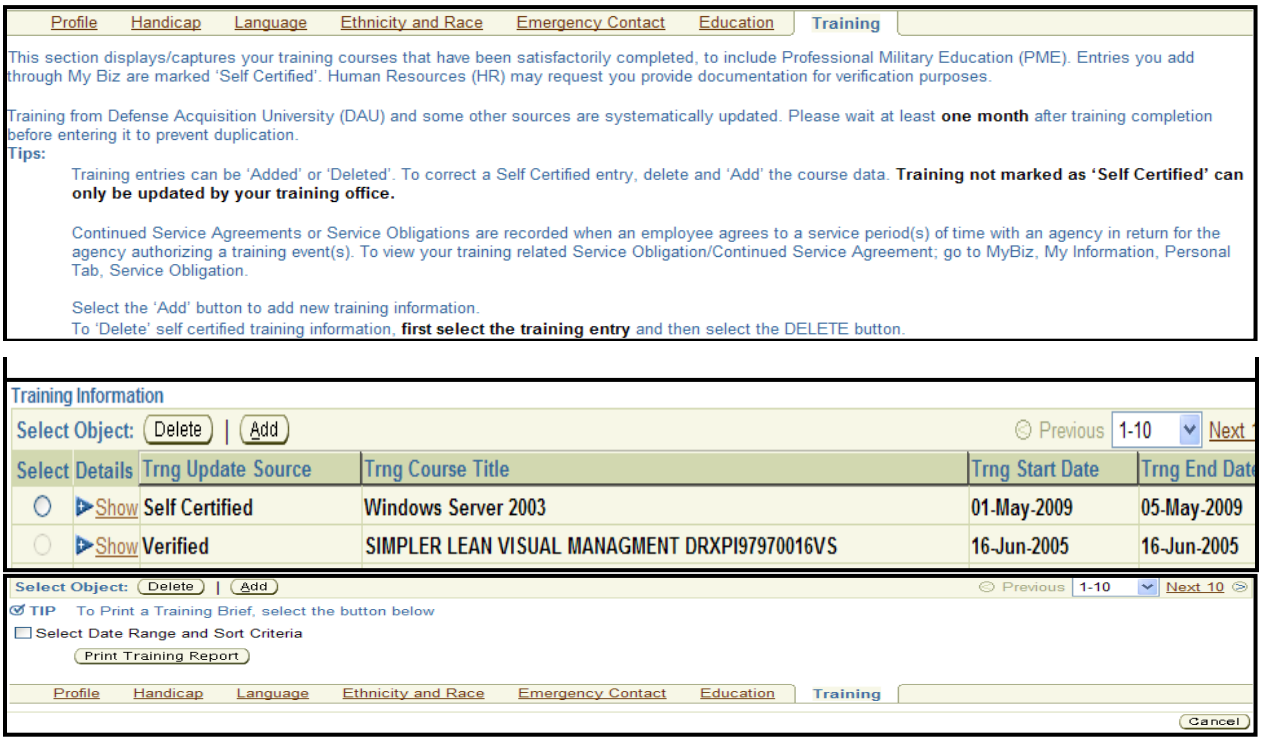


Figure 69

Adding Training Information. To add training information, select the Add button **(Figure 70).**

Note: The 'Trng Update Source' column will display with either 'Verified' or 'Self Certified' in the 'Trng Update Source' data field column. To update training information that is 'Self Certified' as noted by an active radio button, you must delete the entire entry and then "Add" the course data. You cannot update training information with 'Verified' since this information was previously entered and verified by Human Resources. In this view, note that the 'Verified' training course radio button is grayed out and not updateable. Additionally, 'Verified' training will include only those courses that were satisfactorily completed. Contact your Human Resources Office for questions relating to this information.

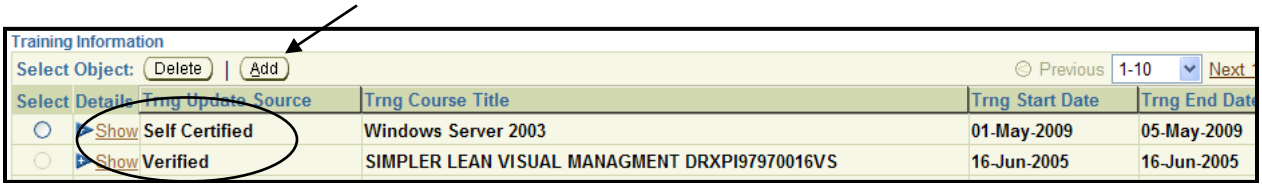


Figure 70

The 'Add' page displays **(Figure 71)**. Enter information for your training update below. For additional information on a specific data field, select the . In some instances the will reference the Office of Personnel Management (OPM) Standard Form (SF)-182 (Authorization, Agreement and Certification of Training); so, a link has been provided to allow quick access to a blank SF-182.

Notes:

1. To search for your specific training information, select the flashlight or dropdown located next to the data field you are updating.
2. Enter start and end dates of training (dd-mon-yyyy) manually or use calendar.
    - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the system will populate the date as 03-FEB-2008. In instances where the training submitted includes a date greater than the number 12 (e.g., 03-15-2008, instead of 15 Mar 2008 or 15-03-2008), the system will display a format error.
    - Entry of **future dates** will **result in** an **error** message that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
    - Calendars reflect a range of years, so users may need to select several times to find the correct year (e.g., 'Before 1995'; 'Before1980'; etc.).

3. If there are Training Costs, be sure to enter in format 0.00 - do not enter a dollar ('$') sign. For example: 150.00, 232.00, 7.37, etc.

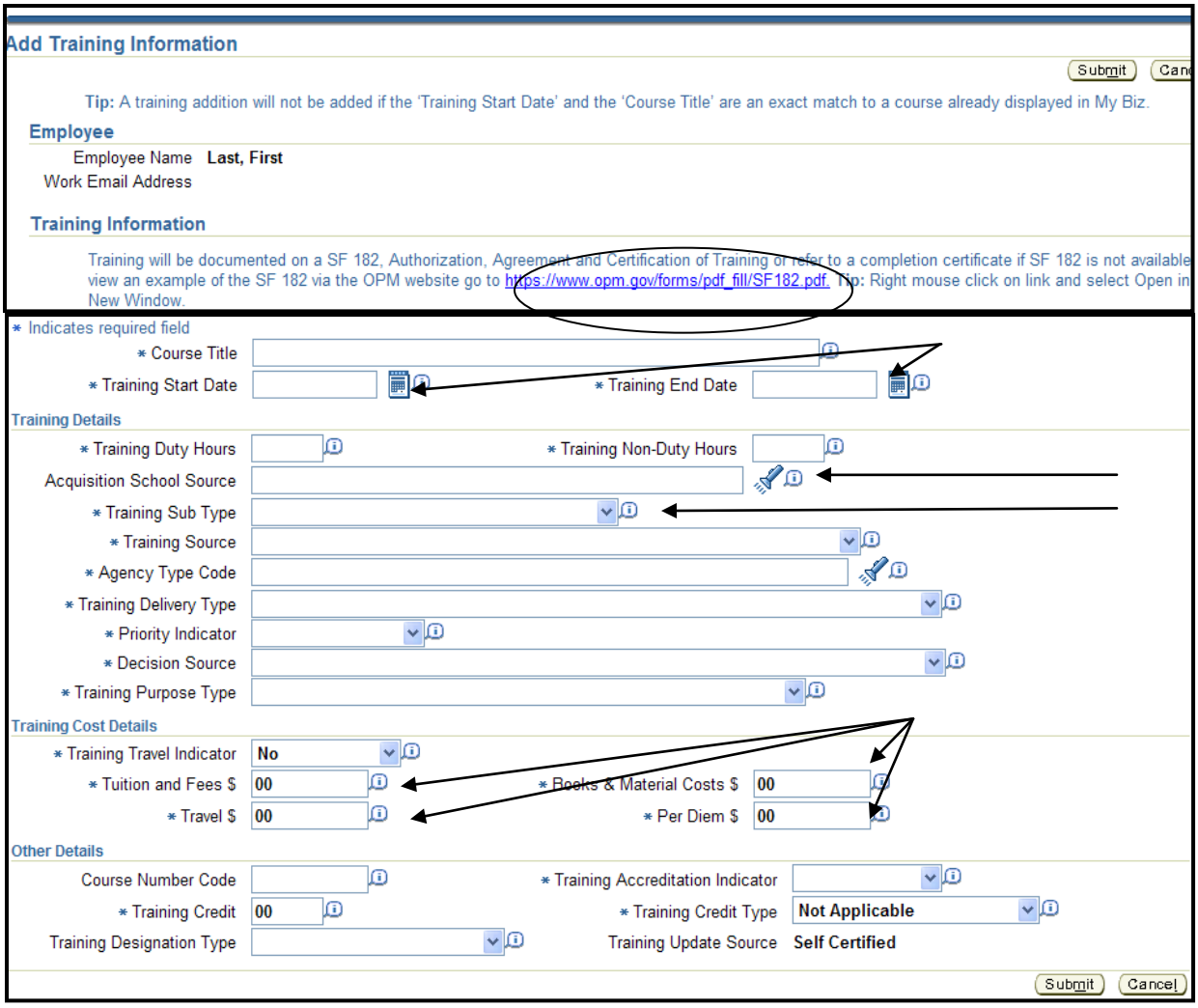


Figure 71

To search for information for a specific data field, using the , the following Search screen displays **(Figure 73)**

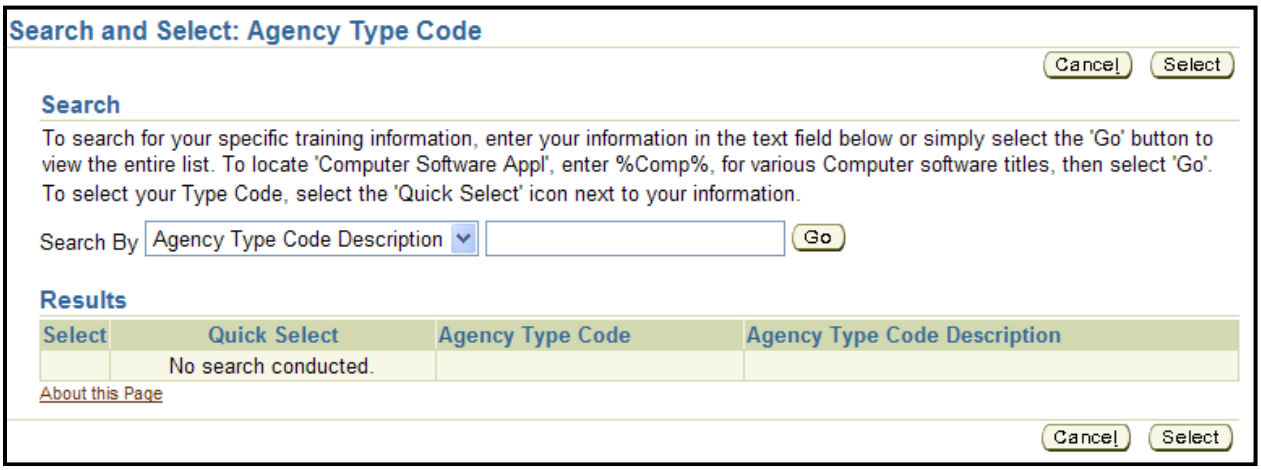


Figure 72

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the Next 10 link (**Figure 7**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Acquisition School Source Description and Agency Type Code.

For 'Acquisition School Source Description' you may enter the beginning portion of the item name, if known or any word (to include location/state abbreviation) in the item name if known, such as %dau%, %college%, or %TX%. Similarly, for 'Agency Type Code' you may type the beginning or other portion of the item name/number, if known, such as %NSPS%, %OPM%, %Princeton%, %executive%, %historical% or %301% and select 'Go' (**Figure 74**). If search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce in different results).

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

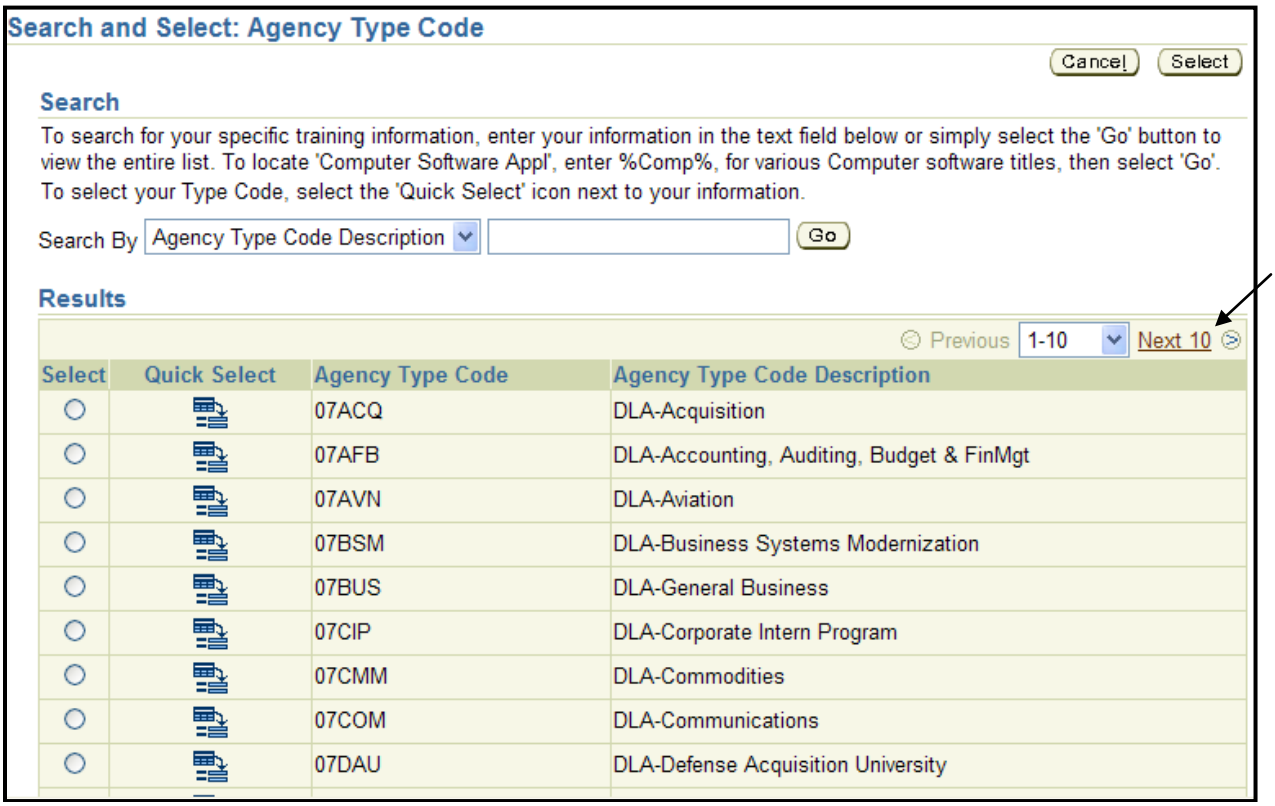


Figure 73

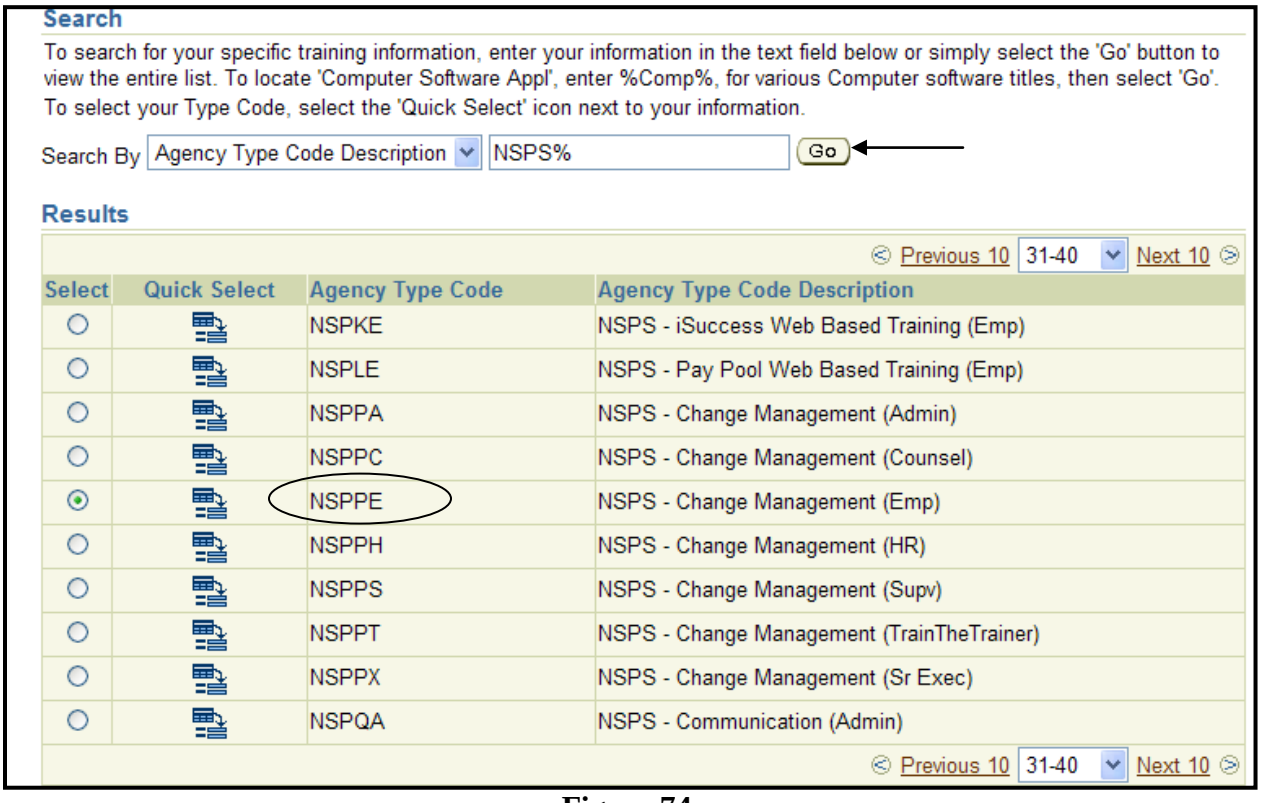


Figure 74

The selected information auto populates into the appropriate data field (**Figure 76**).

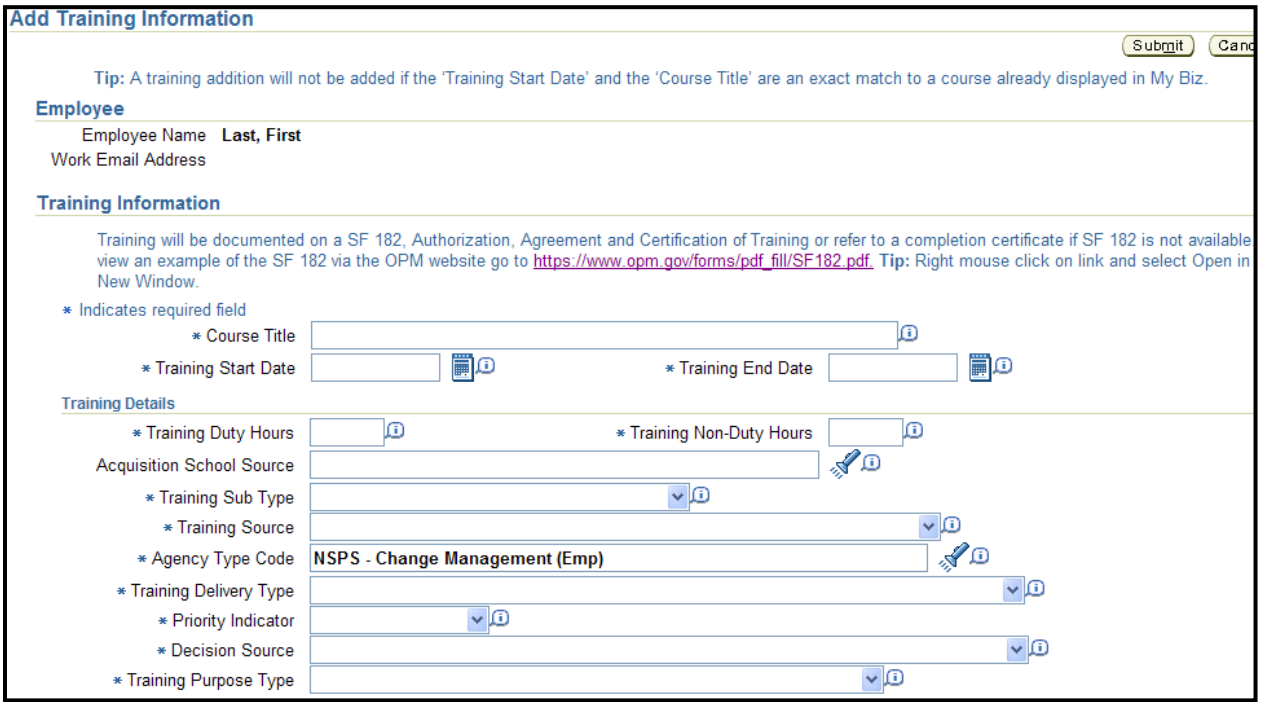


Figure 75

Once all the applicable information is entered, select the 'Submit' or 'Cancel' button (**Figure 76**). If you choose to 'Submit' but have not entered all required data, i.e., those marked with an asterisk ('*'), you will receive an error message that indicates the missing value (**Figure 77**).

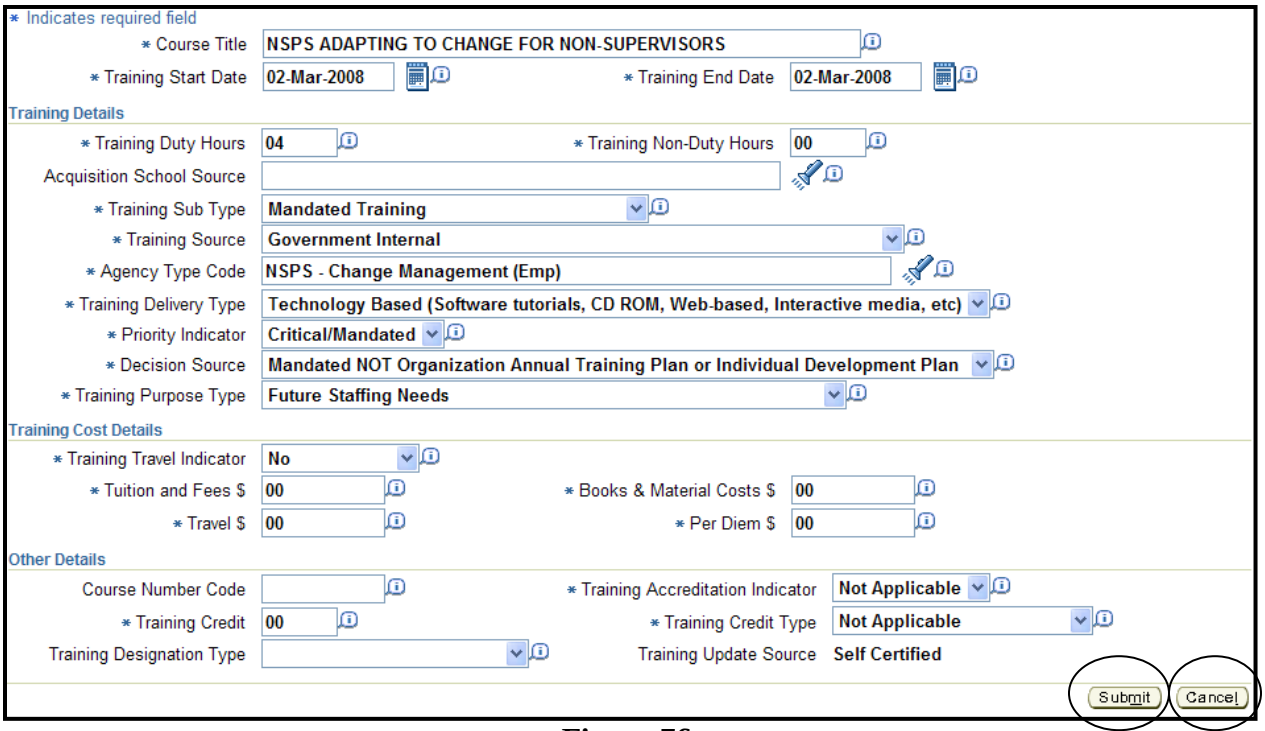


Figure 76

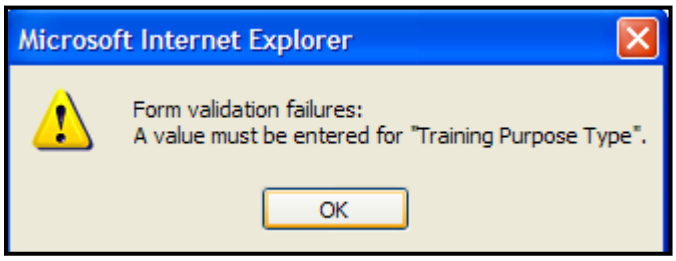


Figure 77

Before training information is updated in the system, an 'Electronic Signature' must be completed. To Electronically Sign and verify training information, select the 'Process Transaction' button (**Figure 78**).

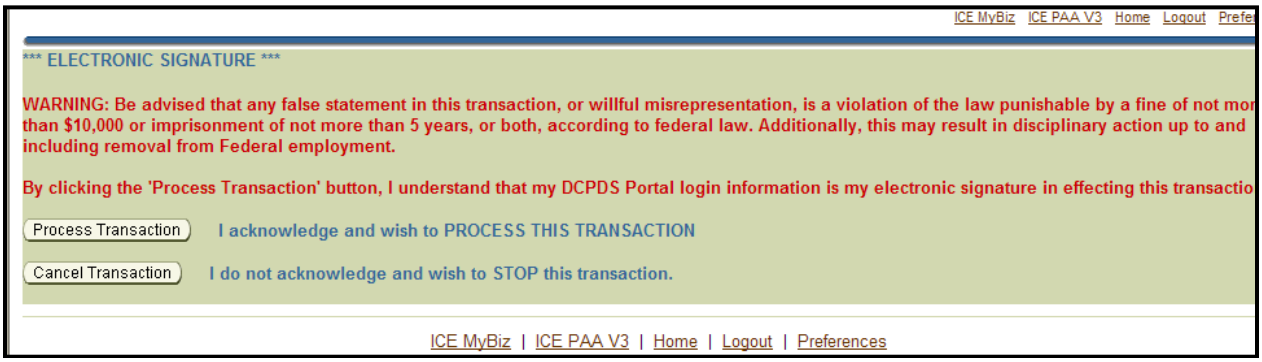


Figure 78

Once you select the 'Process Transaction' button, a 'Confirmation' page (**Figure 79**) displays allowing you to print your training information. Select the 'Continue Updating Your Information' link to continue adding training information.

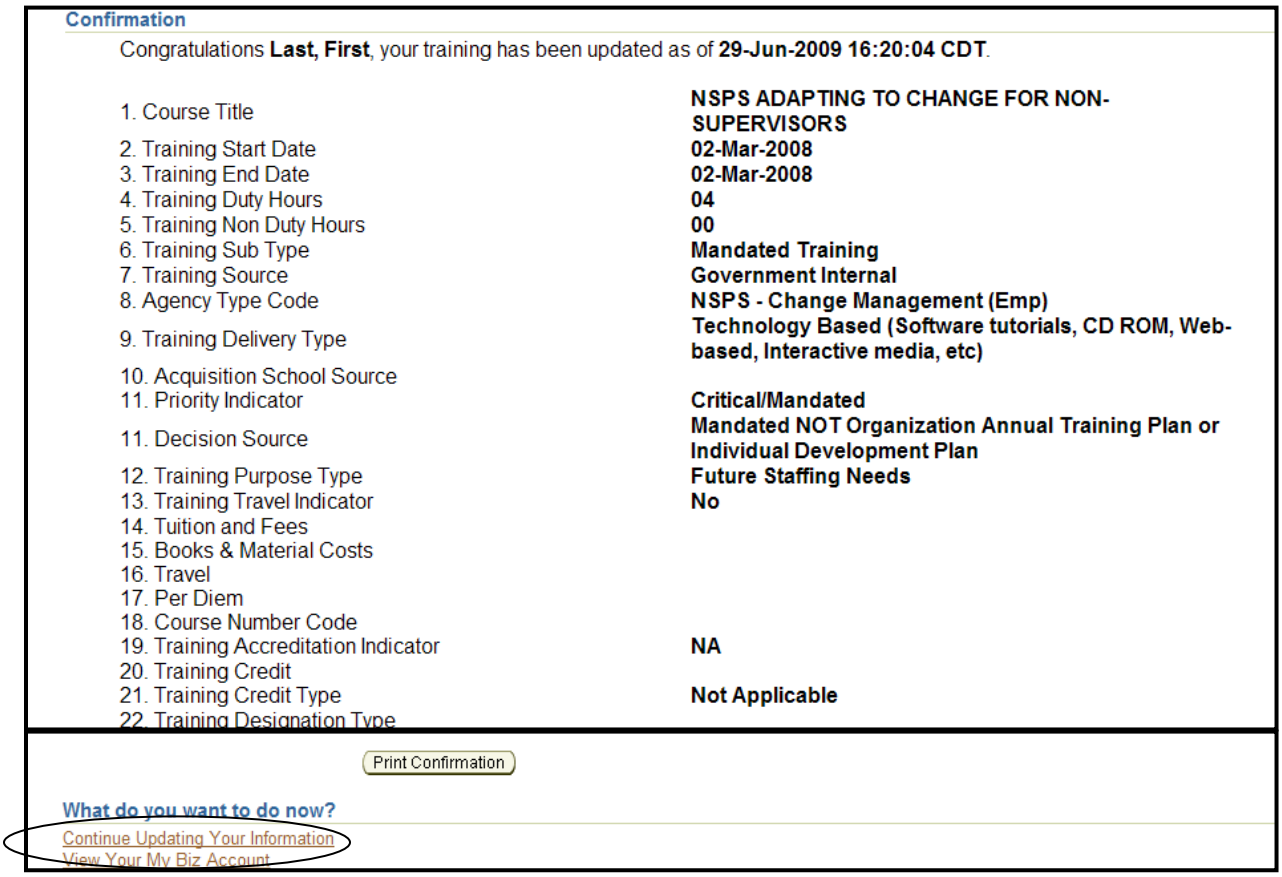


Figure 79

Select the 'View Your 'MyBiz' Account' if you would like to view all training entries. Once in this view **(Figure 80)**, you are able to print a report and have the option of selecting the date range and sort criteria.

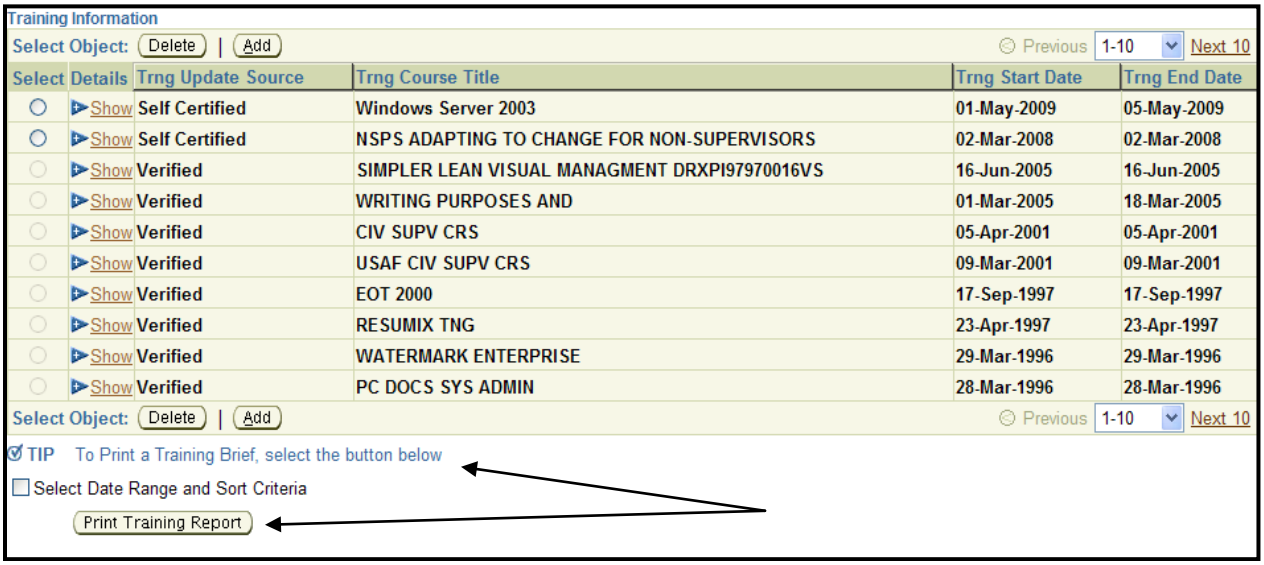


Figure 80

If you choose to select a date range/sort, you are prompted to provide necessary selections **(Figure 81).** Please refer to Note 2 on pg 30.

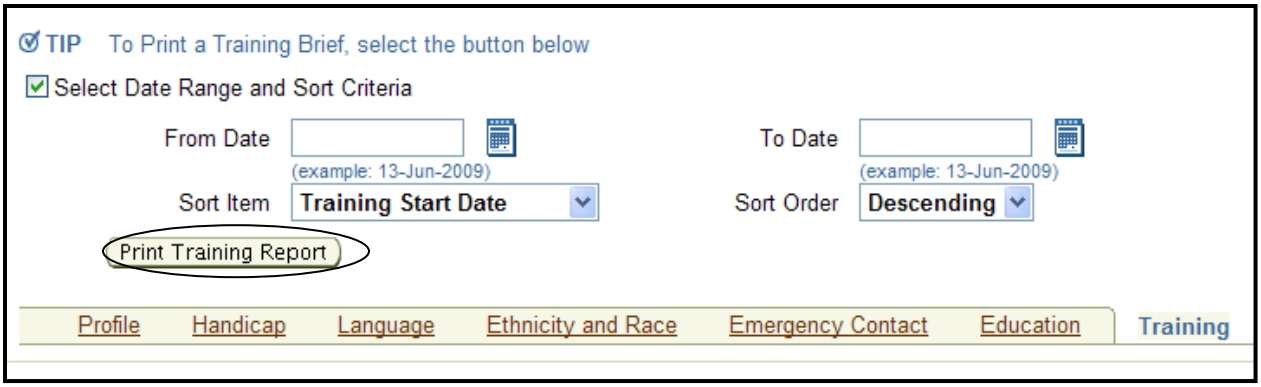


Figure 81

Once selections are made, or you choose to print all, select 'Print Training Report' (**Figure 81**). You will receive a File Download prompt (Figure 82) with the options of opening and printing the file, or saving to your personal computer.

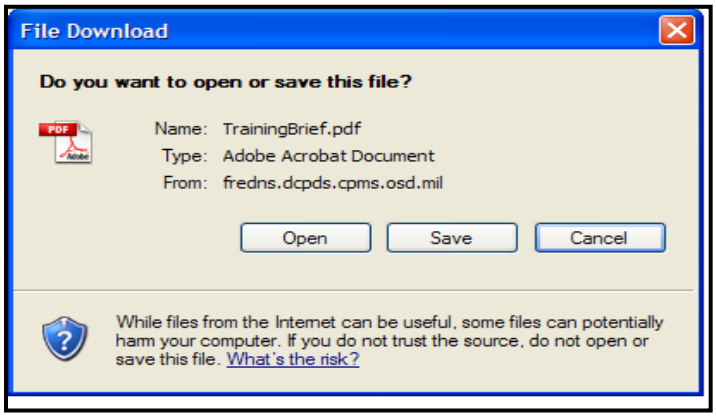
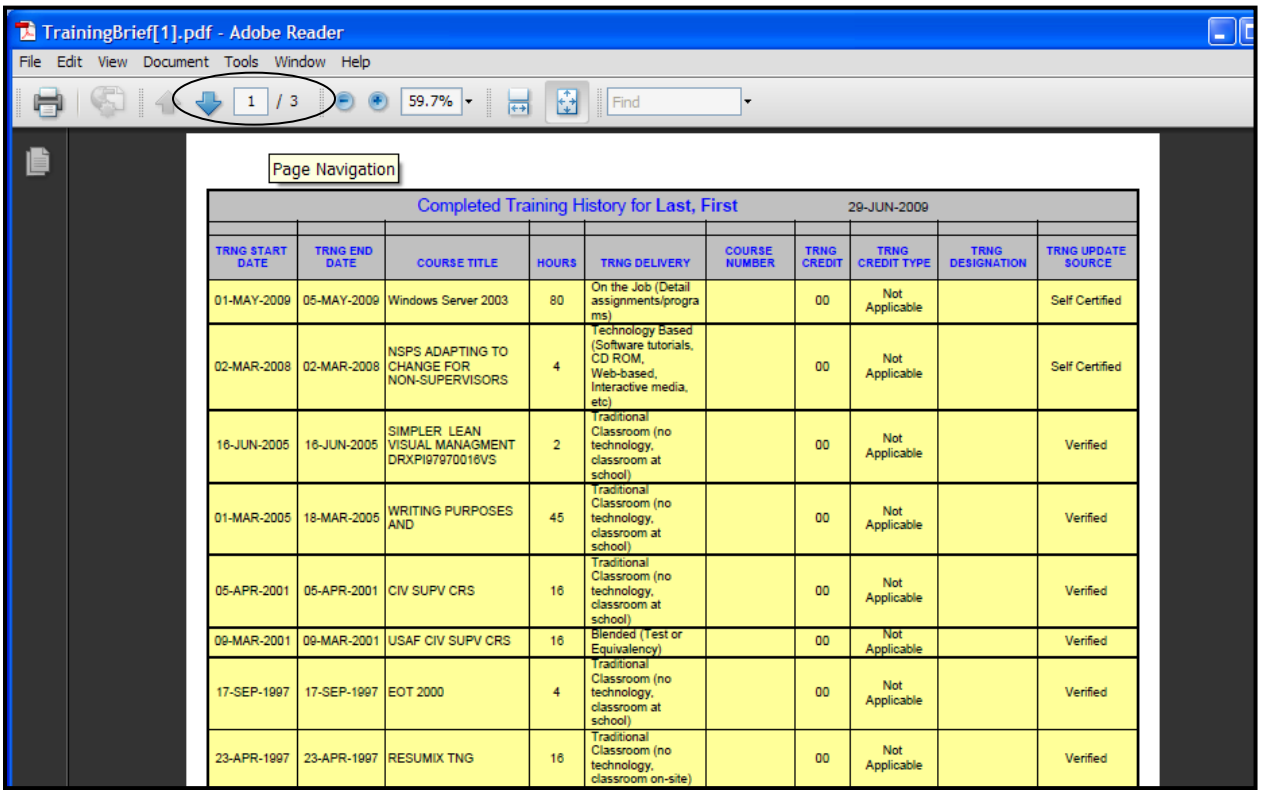


Figure 82

If you open for print, you will receive a report published in Adobe Reader ('.pdf') **(Figure 83).** Please note in the sample report that the first screen is only page one of three, so you will need to select the down arrow to obtain the succeeding pages.



Completed Training History for Last, First 29-JUN-2009

TRNG START DATE	TRNG END DATE	COURSE TITLE	HOURS	TRNG DELIVERY	COURSE NUMBER	TRNG CREDIT	TRNG CREDIT TYPE	TRNG DESIGNATION	TRNG UPDATE SOURCE
01-MAY-2009	05-MAY-2009	Windows Server 2003	80	On the Job (Detail assignments/programs)		00	Not Applicable		Self Certified
02-MAR-2008	02-MAR-2008	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	4	Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, etc)		00	Not Applicable		Self Certified
16-JUN-2005	16-JUN-2005	SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS	2	Traditional Classroom (no technology, classroom at school)		00	Not Applicable		Verified
01-MAR-2005	18-MAR-2005	WRITING PURPOSES AND	45	Traditional Classroom (no technology, classroom at school)		00	Not Applicable		Verified
05-APR-2001	05-APR-2001	CIV SUPV CRS	16	Traditional Classroom (no technology, classroom at school)		00	Not Applicable		Verified
09-MAR-2001	09-MAR-2001	USAF CIV SUPV CRS	16	Blended (Test or Equivalency)		00	Not Applicable		Verified
17-SEP-1997	17-SEP-1997	EOT 2000	4	Traditional Classroom (no technology, classroom at school)		00	Not Applicable		Verified
23-APR-1997	23-APR-1997	RESUMIX TNG	16	Traditional Classroom (no technology, classroom on-site)		00	Not Applicable		Verified

Figure 83

Should you choose the save option in **Figure 82**, you will be prompted to select the location for the file **(Figure 83).**

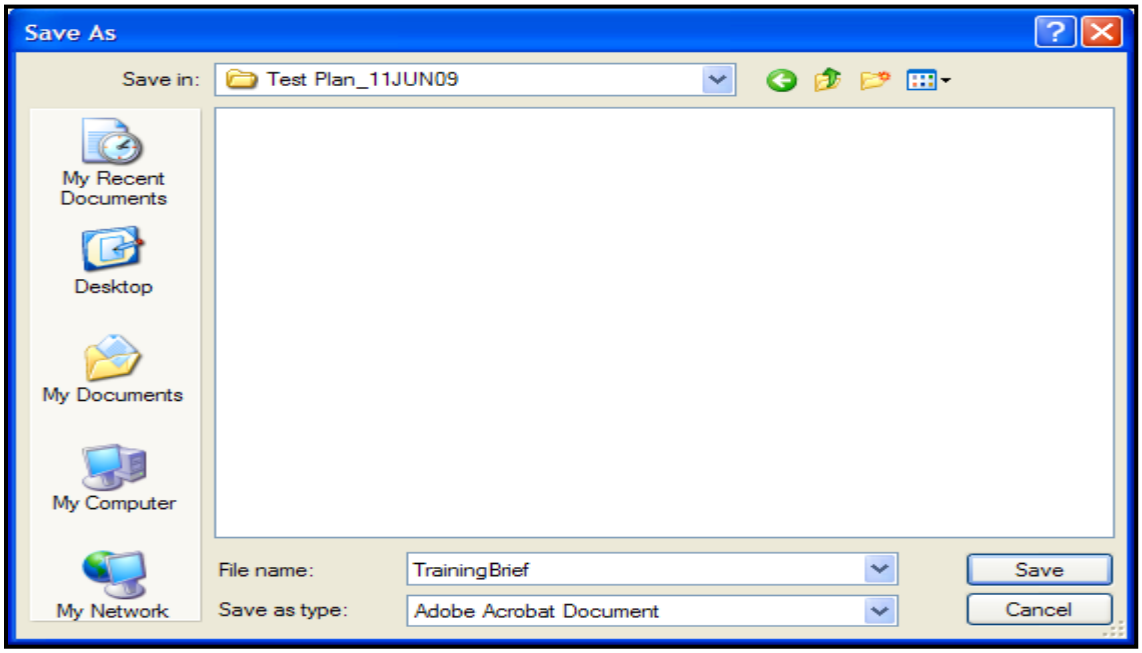


Figure 84

Deleting Training Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate course, then select the Delete button **(Figure 85)**.

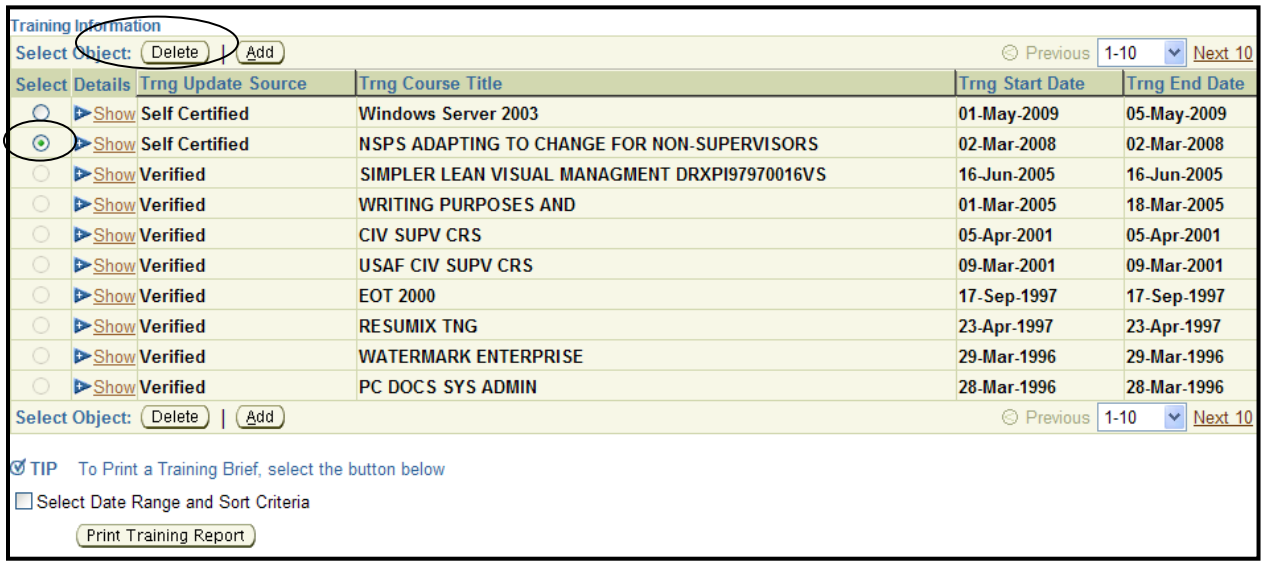


Figure 85

You will receive a warning prompting another decision **(Figure 86).**

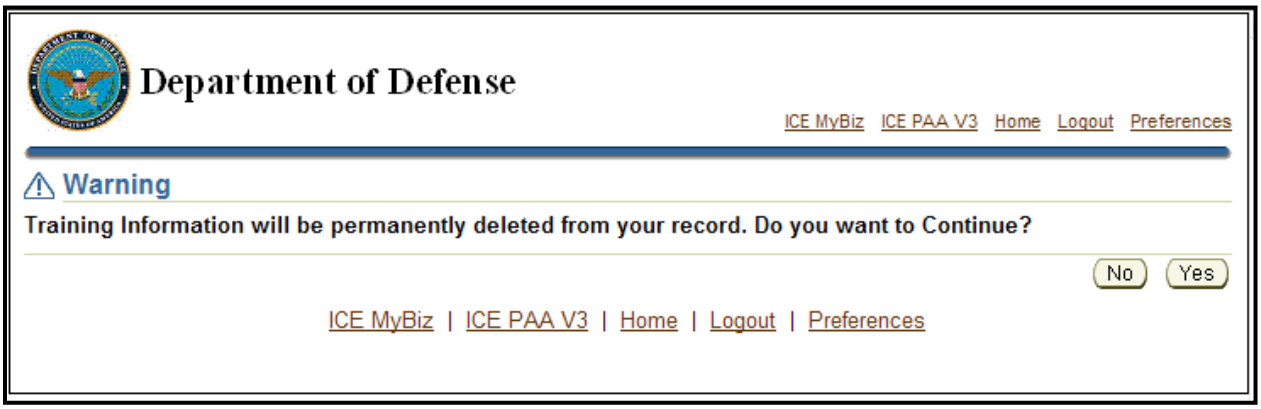


Figure 86

If you select 'No', you will be returned to the Training Information view **(Figure 83).** If you select 'Yes', you will receive a notice confirming the deletion **(Figure 87).**

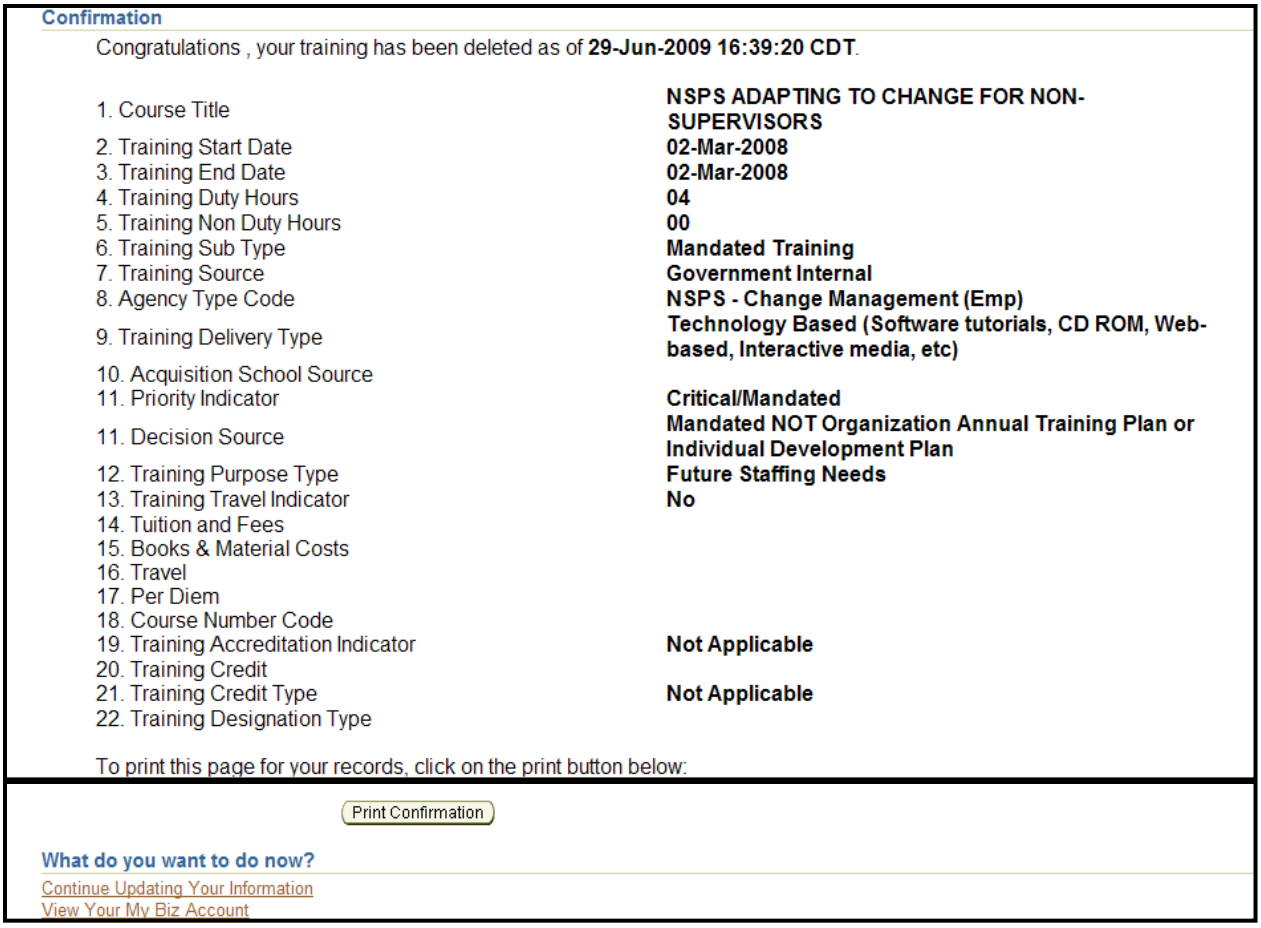


Figure 87

The **Certifications/Licenses *tab*** contains employee's Certifications/Licenses information.

Select the Certifications/Licenses tab to add or delete your certifications/license information. The link takes you to the Certifications/Licenses page **(Figure 87).**

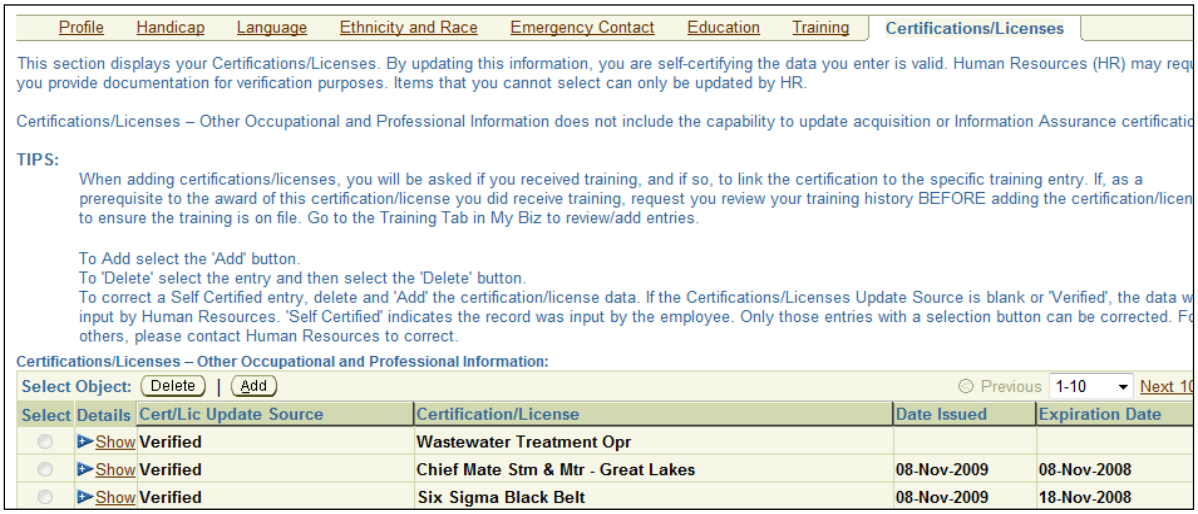


Figure 87

***Adding Certification/Licenses Information*.** To add certification/licenses information, select the Add button **(Figure 87).**

> Note: The 'Cert/Lic Update Source' column will display with either 'Verified' or 'Self Certified' in the 'Cert/Lic Update Source' data field column To correct a Self Certified entry, delete and 'Add' the certification/license data. If the Certifications/Licenses Update Source is blank or 'Verified', the data was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact Human Resources to correct.

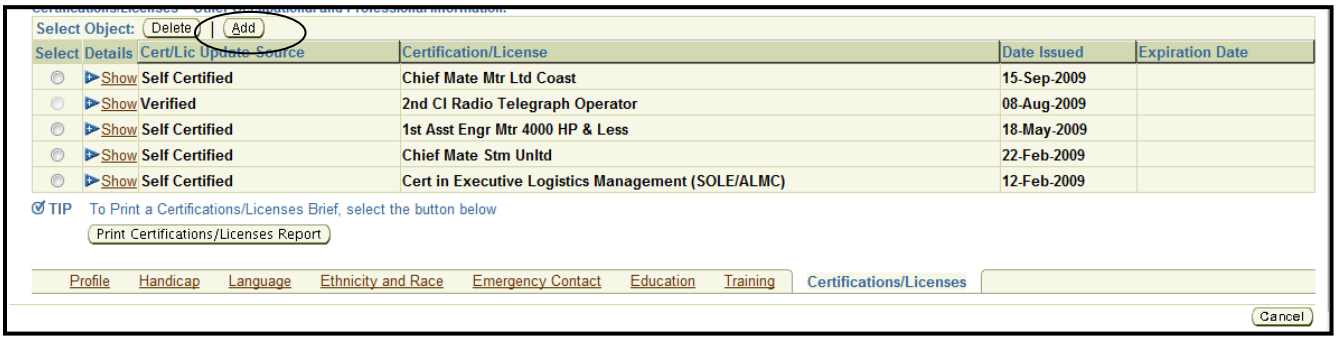


Figure 88

The 'Add' page displays **(Figure 88)**. Enter information for your certification/license update below. For additional information on a specific data field, select the .

Notes:

1. To search for your specific certification/license information, select the flashlight or dropdown located next to the data field you are updating.
2. Enter date fields using the format (02-MAR-2009) manually or the use calendar.
   - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. **Entry of future dates will result in an error message** that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
   - Calendars **reflect a range of years, so users may** need to select several times to find the correct year (e.g., 'Before 1995'; 'Before 1980'; etc.).
3. If there are costs, be sure to enter in format 0.00 - do not enter a dollar ('$') sign. For example: 150.00, 232.00, 7.37, etc.

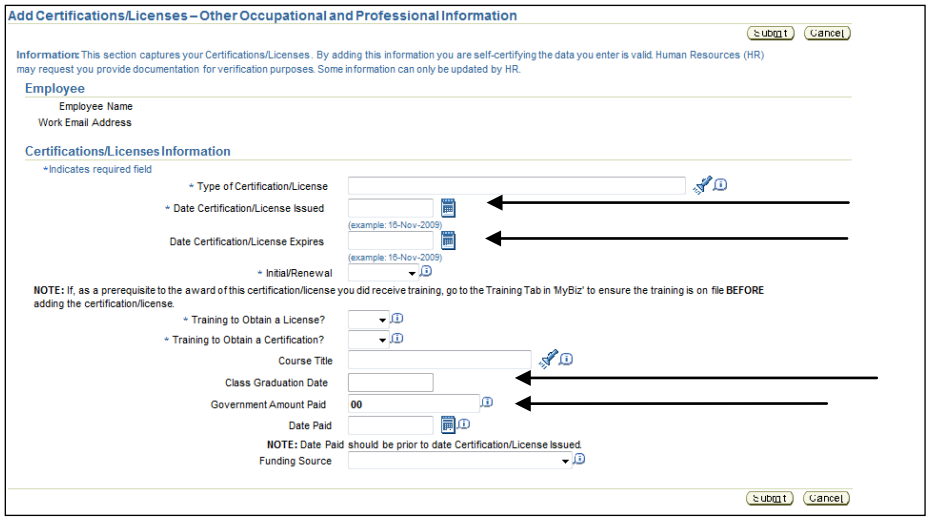


Figure 89

To search for information for a specific data field, using the , the following Search screen displays **(Figure 90)**

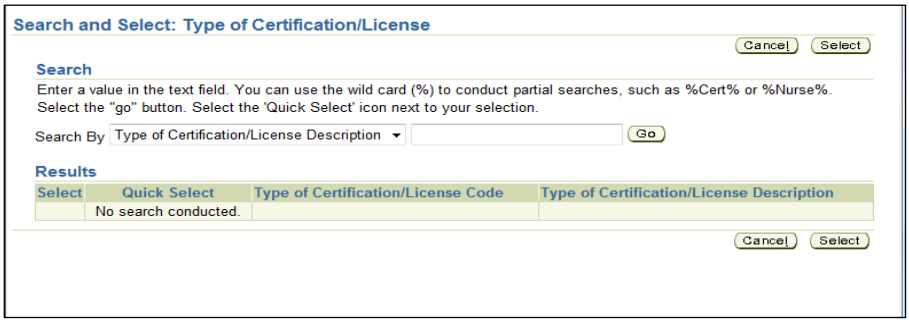


Figure 90

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the Next 10 link (**Figure 91**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as %Cert% or %Nurse%.

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

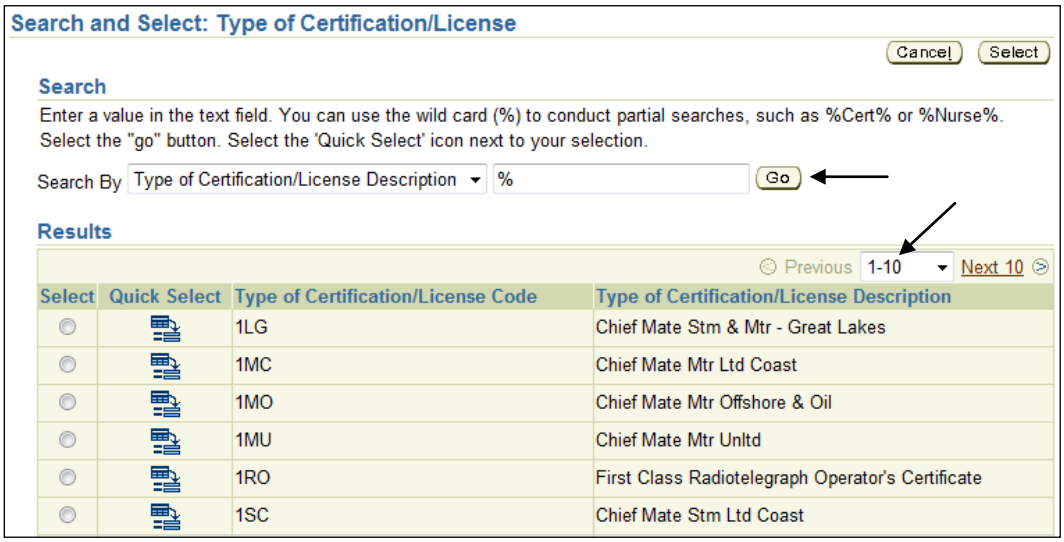


Figure 91

The selected information auto populates into the appropriate data field (**Figure 92**).

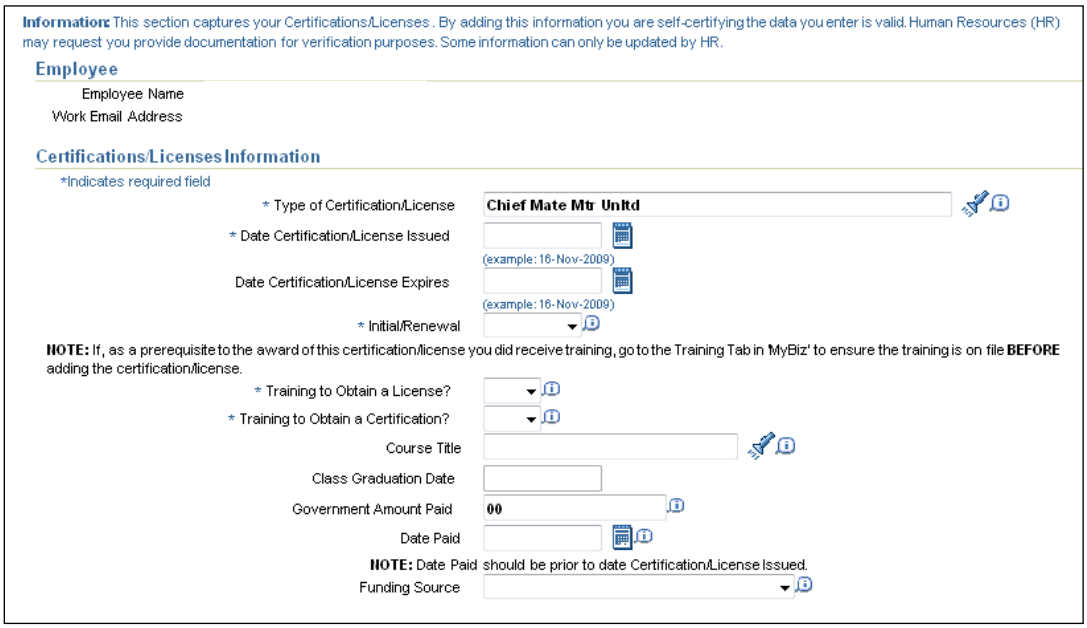


Figure 92

If “Training to Obtain a License” or “Training to Obtain a Certification” is equal to “Yes” then you must select the training “Course Title”.

NOTE: If, as a prerequisite to the award of this certification/license, you did receive training, go to the Training Tab in ‘My Biz’ to ensure the training is on file BEFORE adding the certification/license.

If training was received, select the to list all the training you attended. Then select the appropriate training record to associate with the Certification/License.

Once all the applicable information is entered, select the ‘Submit’ or ‘Cancel’ button (**Figure 93**). If you choose to ‘Submit’ but do not enter all required data, i.e., those marked with an asterisk (‘*’), you will receive an error message that indicates the missing value (**Figure 94**).

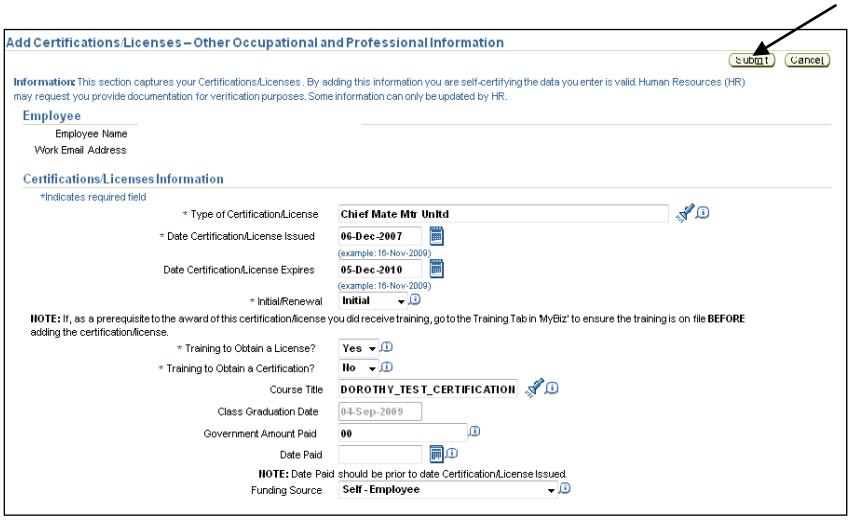


Figure 93

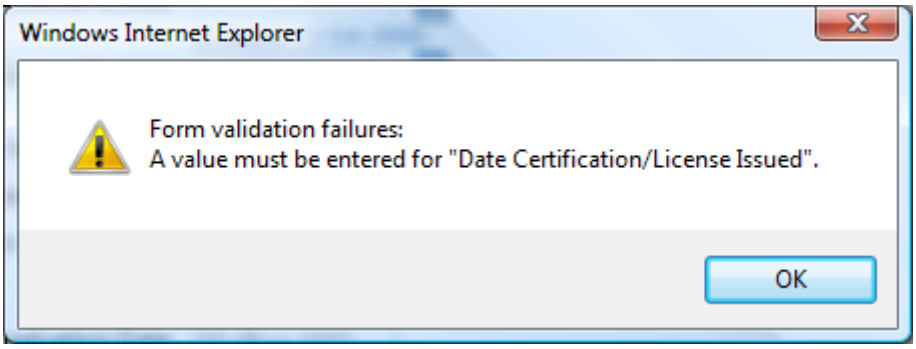


Figure 94

Before certifications/licenses information is updated into the system, an ‘Electronic Signature’ must be completed. To Electronically Sign and verify Certifications/Licenses information, select the ‘Process Transaction’ button (**Figure 95**).

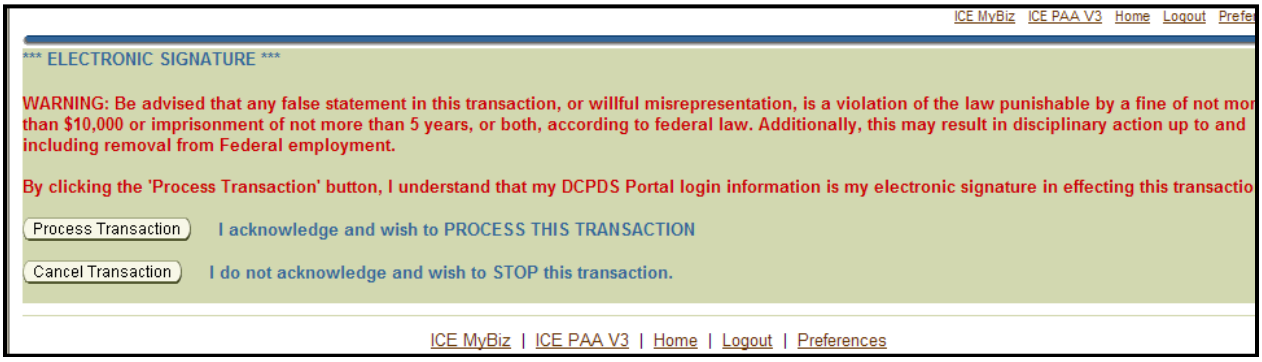


Figure 95

Once you select the 'Process Transaction' button, a 'Confirmation' page (**Figure 96**) displays allowing you to print your certifications/licenses information. Select the 'Continue Updating Your Information' link to continue adding certifications/licenses information. If you select 'Cancel Transaction', you will be returned to main page of Certifications/Licenses.

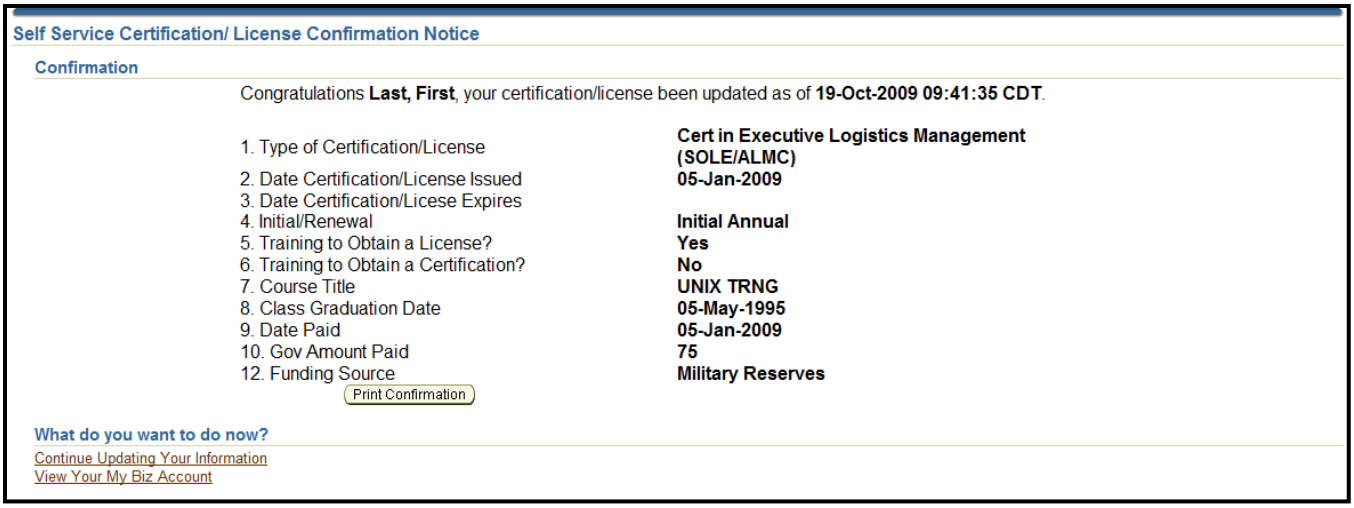


Figure 96

Select the 'Update My Information' and the 'Certifications/Licenses' tab if you would like to view all certifications/licenses entries. Once in this view **(Figure 97)**, you can select the to get more details on the certification/license. You also have a 'Print Certifications/Licenses Report.'

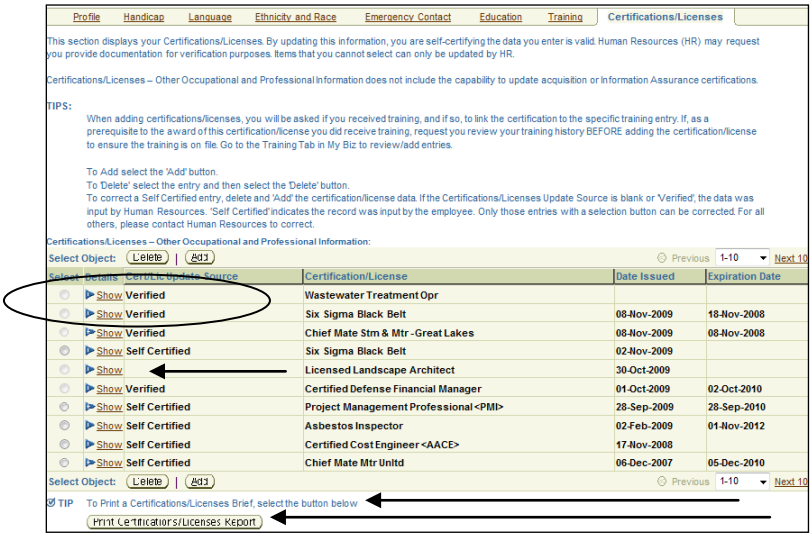


Figure 97

Once you select 'Print Certifications/Licenses Report' (**Figures 97**), you will receive a File Download prompt (**Figure 98**) with the options of opening and printing the file or saving to your personal computer.

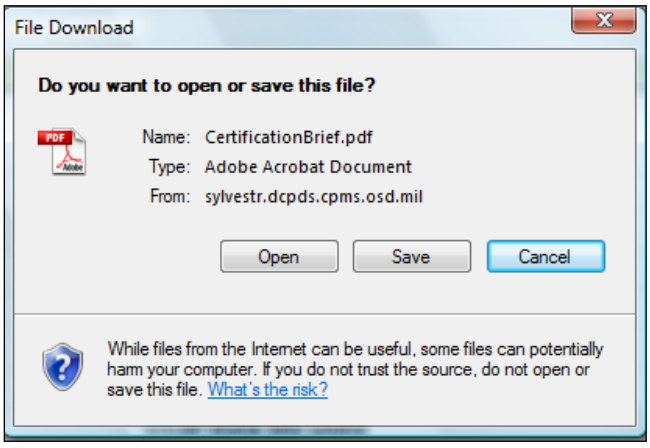
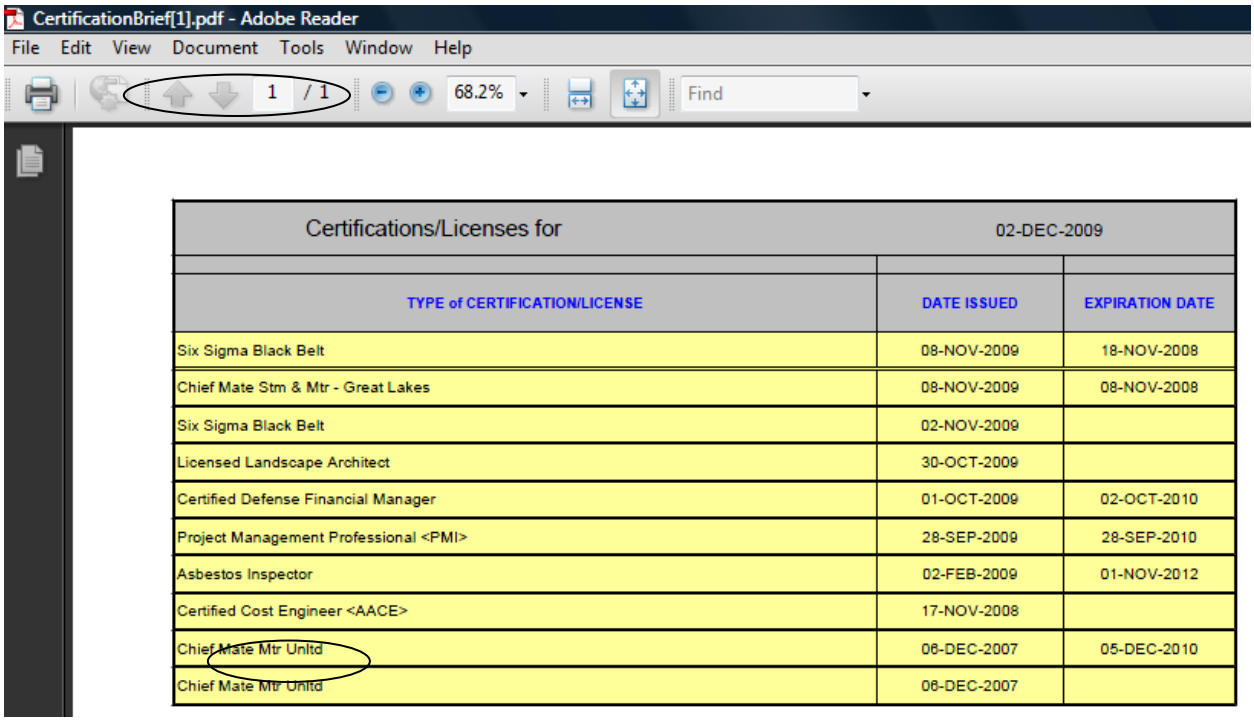


Figure 98

If you open for print, you will receive a report published in Adobe Reader ('.pdf') **(Figure 99).**

If your report contains multiple pages, select the down arrow to obtain the succeeding pages.



Certifications/Licenses for		02-DEC-2009
TYPE of CERTIFICATION/LICENSE	DATE ISSUED	EXPIRATION DATE
Six Sigma Black Belt	08-NOV-2009	18-NOV-2008
Chief Mate Stm & Mtr - Great Lakes	08-NOV-2009	08-NOV-2008
Six Sigma Black Belt	02-NOV-2009	
Licensed Landscape Architect	30-OCT-2009	
Certified Defense Financial Manager	01-OCT-2009	02-OCT-2010
Project Management Professional <PMI>	28-SEP-2009	28-SEP-2010
Asbestos Inspector	02-FEB-2009	01-NOV-2012
Certified Cost Engineer <AACE>	17-NOV-2008	
Chief Mate Mtr Unltd	06-DEC-2007	05-DEC-2010
Chief Mate Mtr Unltd	06-DEC-2007	

Figure 99

Should you choose the save option, you will be prompted to select the location for the file **(Figure 100).**

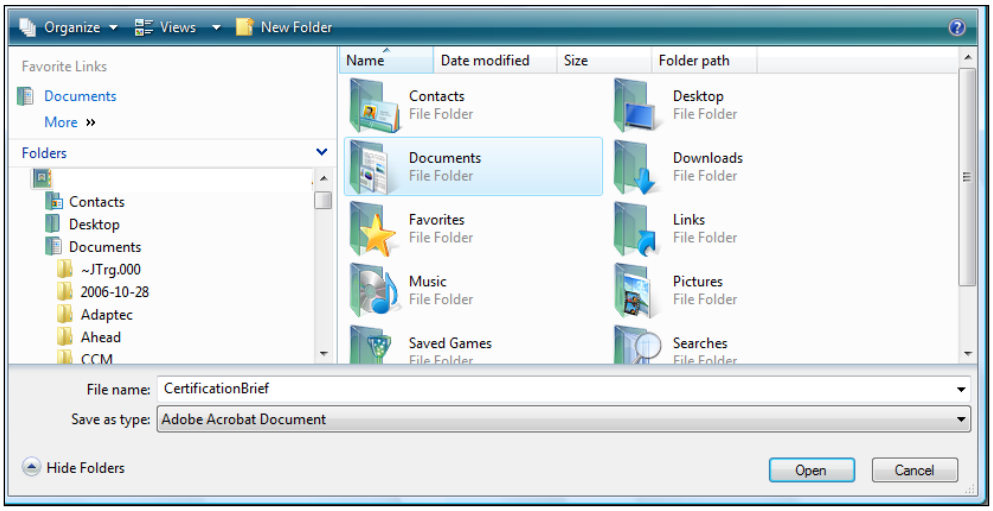


Figure 100

Deleting Certifications/Licenses Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the Delete button **(Figure 101)**.

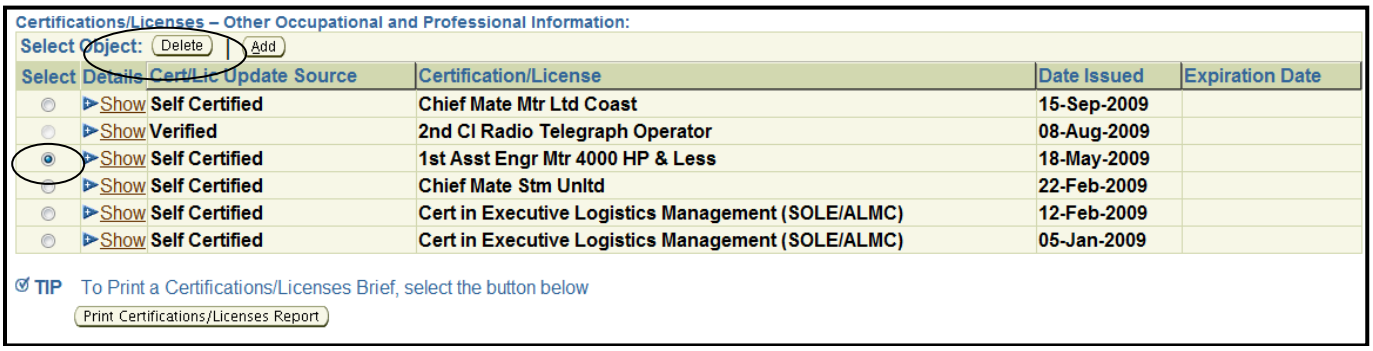


Figure 101

You will receive a warning prompting another decision **(Figure 102).**

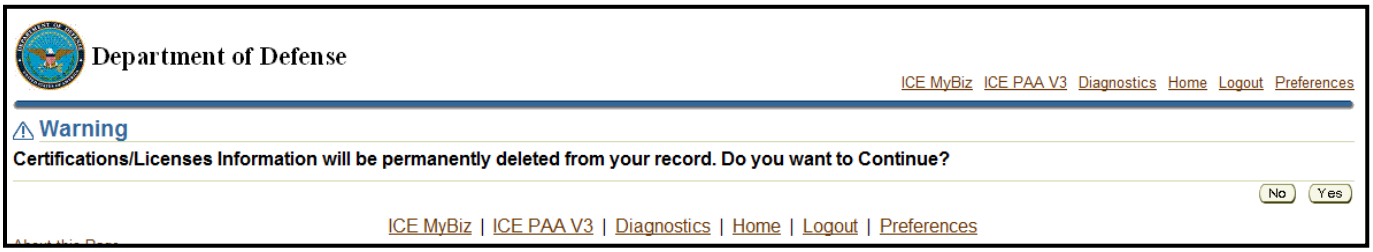


Figure 102

If you select 'No', you will be returned to the Certifications/Licenses Information view. If you select 'Yes', you will receive a confirmation notice for the deletion **(Figure 103).**

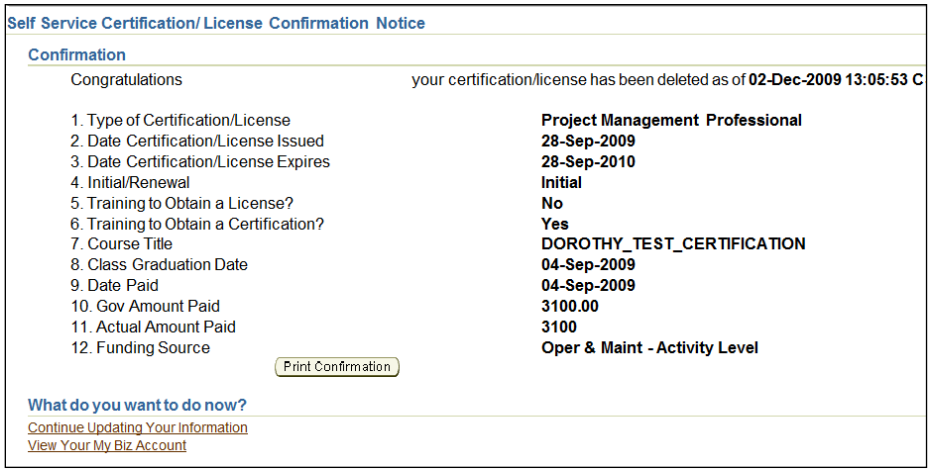


Figure 103

The **Awards and Bonuses *tab*** contains employee's Awards and Bonuses information. Select the Awards and Bonuses tab to take you to the awards information. Please note that user can only add 'non-monetary awards'. All monetary awards must be added by Human Resources (HR).

***Adding Awards Information*.** To add awards information, select the Add button **(Figure 104).**

Note: The 'Award Update Source' column will display with either 'Verified' or 'Self Certified'. To correct a Self Certified entry, delete and 'Add' the Award data. If the Award Update Source is blank or 'Verified', the data was input by HR. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact HR to correct.

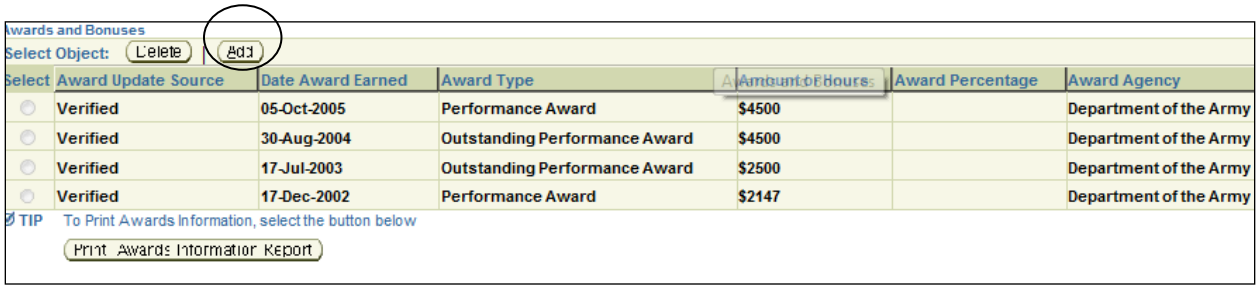


Figure 104

The 'Add' page displays **(Figure 104)**. Enter information for your award update. For additional information on a specific data field, select the .

Notes:

1. To search for your specific Award Type and Award Agency information, select the flashlight located next to the data field you are updating.
2. Enter date fields using the format (02-MAR-2009) manually or the use calendar.
    - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. **Entry of future dates will result in an error message** that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
    - Calendars **reflect a range of years; so, users may** need to select several times to find the correct year (e.g., 'Before 1995'; 'Before 1980'; etc.).

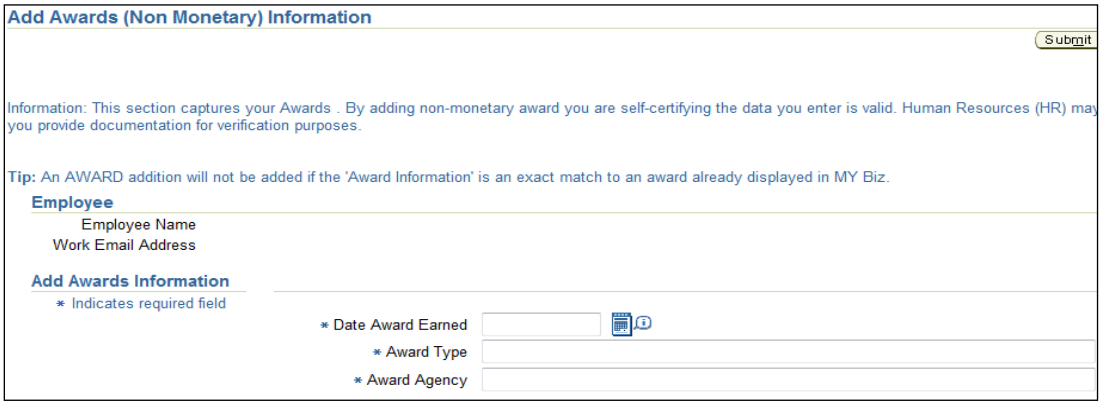


Figure 105

To search for information for a specific data field, using the , the following Search screen displays **(Figure 106)**

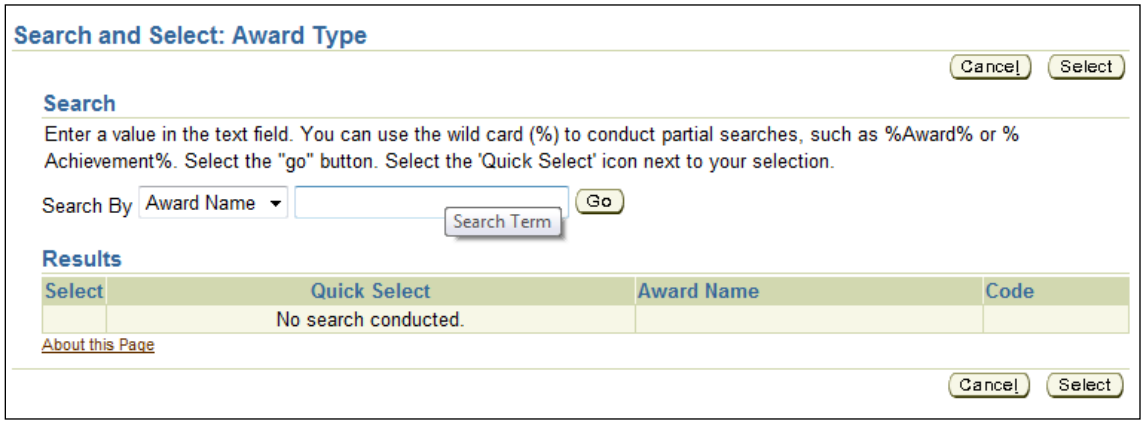
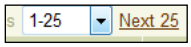


Figure 106

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the 

link (**Figure 107**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as %Cert% or %Nurse%.

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

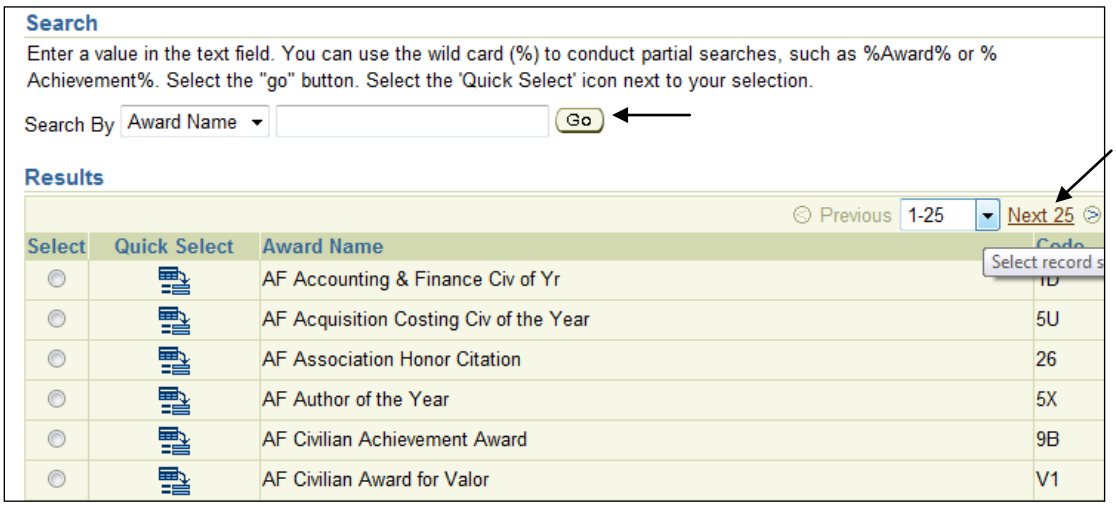


Figure 107

The selected information populates the appropriate data field (**Figure 108**).

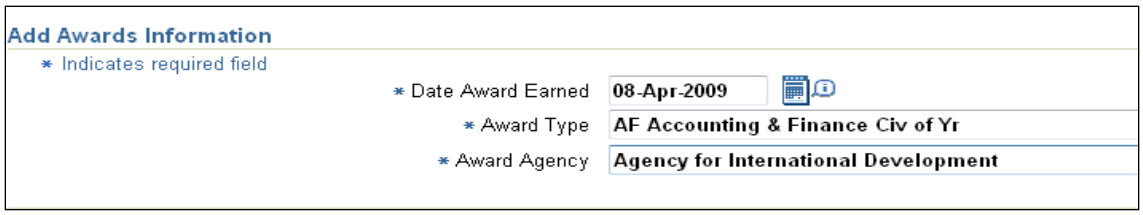


Figure 108

Select to either submit or cancel your award information.

Before the award information is updated into the system, an 'Electronic Signature' must be completed. To Electronically Sign and verify award information, select the 'Process Transaction' button (**Figure 109**).

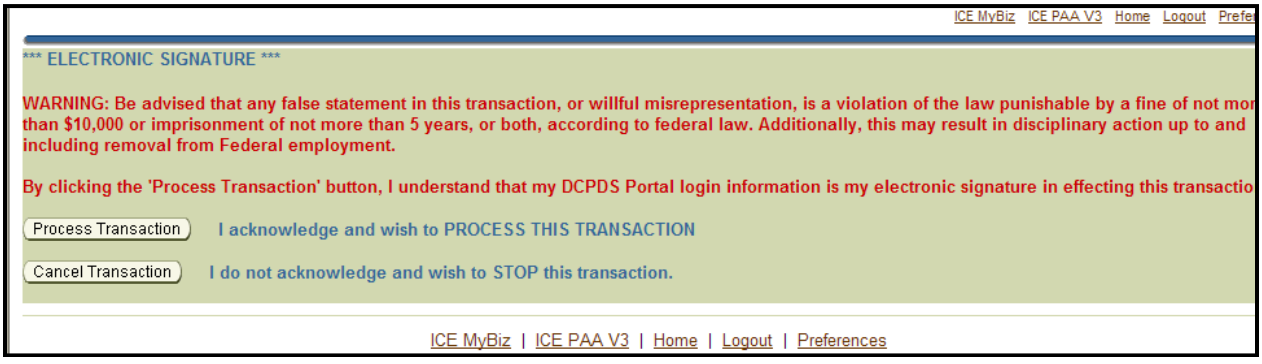


Figure 109

Once you select the 'Process Transaction' button, a 'Confirmation' page (**Figure 110**) displays allowing you to print your award information. Select the '***Continue Updating Your Information'*** link to continue adding award information. If you select 'Cancel Transaction', you will be returned to main page of Awards and Bonuses Tab.

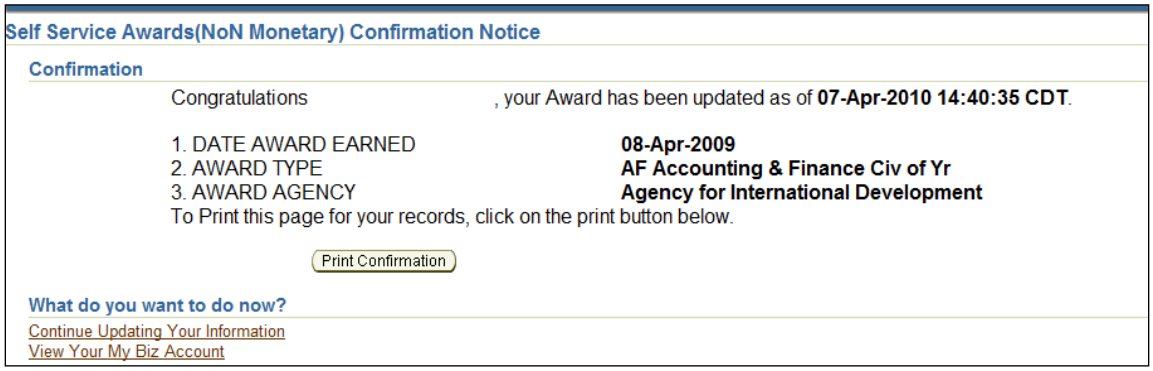


Figure 110

You also have a "Print Awards Information Report **(Figure 111)**.

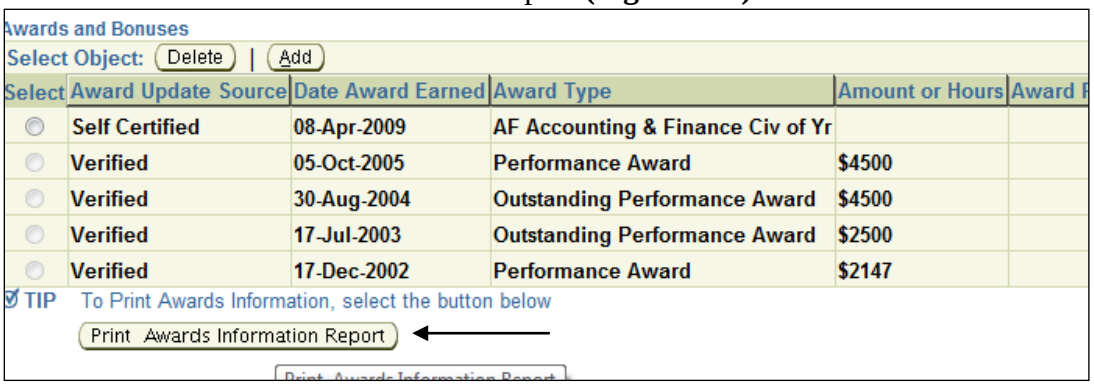


Figure 111

Once you select 'Print Awards Information Report'.You will receive a File Download prompt **(Figure 112)** with the options of opening and printing the file, or saving to your personal computer.

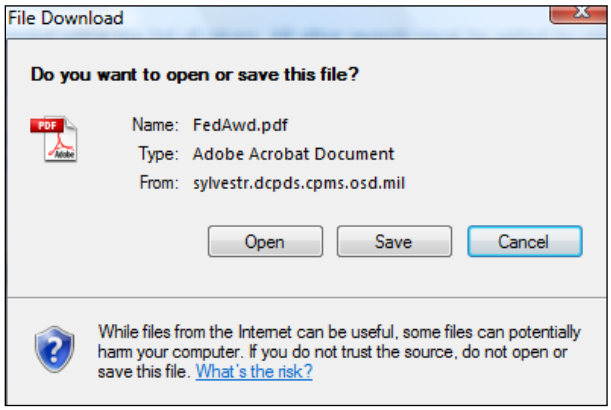
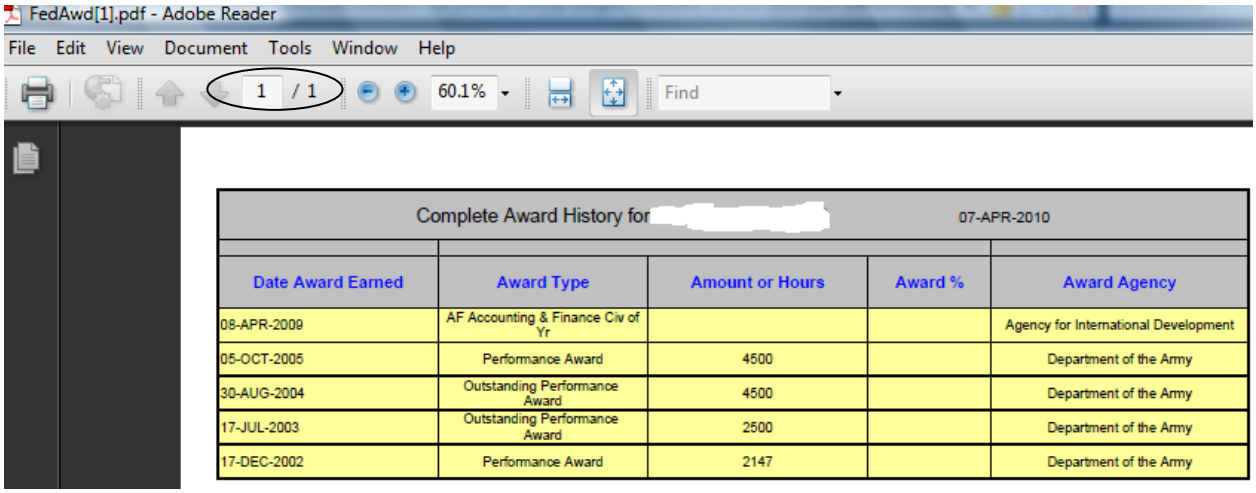


Figure 112

If you open for print, you will receive a report published in Adobe Reader ('.pdf') **(Figure 113).**

If your report contains multiple pages, you will need to select the down arrow to obtain the succeeding pages.



Complete Award History for [redacted] 07-APR-2010

Date Award Earned	Award Type	Amount or Hours	Award %	Award Agency
08-APR-2009	AF Accounting & Finance Civ of Yr			Agency for International Development
05-OCT-2005	Performance Award	4500		Department of the Army
30-AUG-2004	Outstanding Performance Award	4500		Department of the Army
17-JUL-2003	Outstanding Performance Award	2500		Department of the Army
17-DEC-2002	Performance Award	2147		Department of the Army

Figure 113

Should you choose the save option in **Figure 112**, you will be prompted to select the location for the file **(Figure 114).**

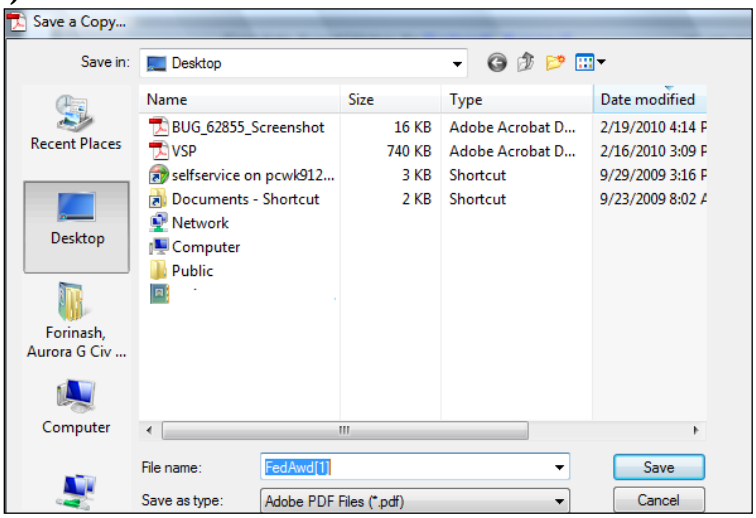
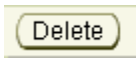


Figure 114

Deleting Awards Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate Award then select the  button **(Figure 115)**.

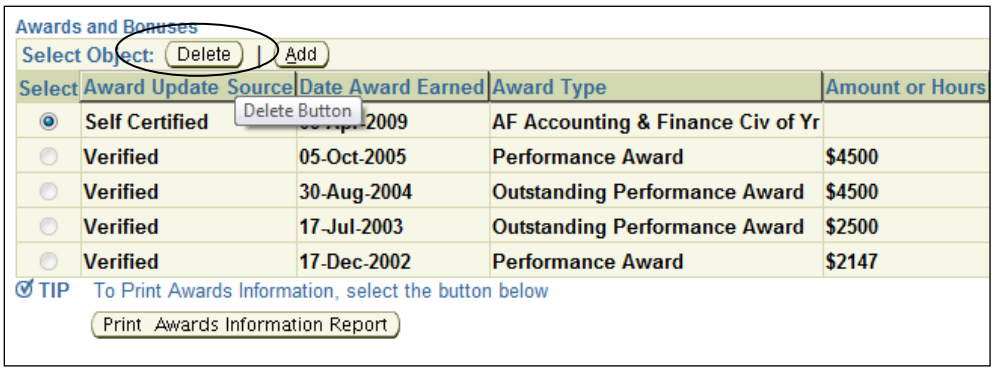


Figure 115

You will receive a warning prompting another decision **(Figure 116).**

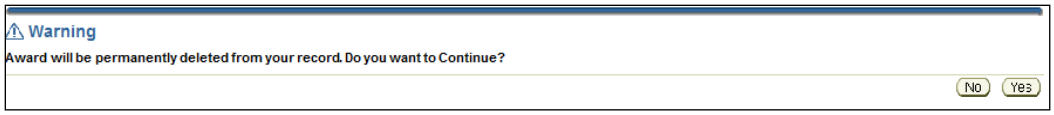


Figure 116

If you select 'No', you will be returned to the Awards Information view. If you select 'Yes', you will receive a confirmation notice for the deletion **(Figure 117).**

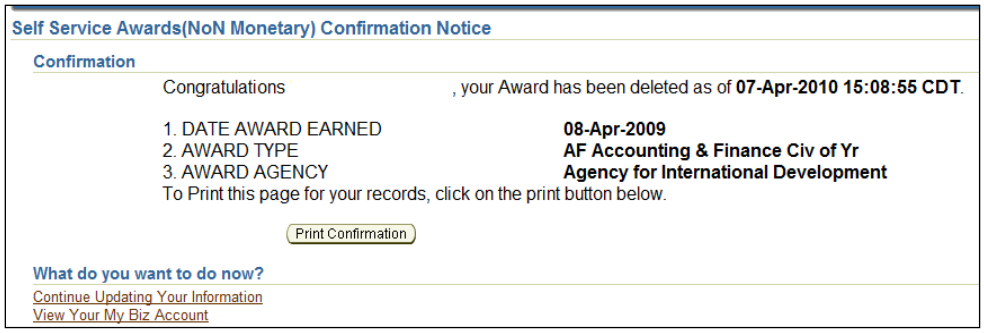


Figure 117